

Application for Appointment

To

Town of Lake Placid Government Body

(To request appointment to a board, committee, authority or other special activity)

Name: _____

Address: _____

Phone: _____

Email: _____

I wish to be appointed to the following board, committee, authority or special activity of the Town of Lake Placid: _____

as a: regular member

alternate

advisory only

Employment experience

Current: _____

Brief description: _____

Previous: _____

Brief description: _____

Education/special training

High School: _____

College: _____

Special training: _____

Activities & interests:

List any boards or committees to which you are currently appointed, elected offices held, or law enforcement positions held:

Are you related to any Town employee or Town Council Member ? Yes No

Name of relative: _____

Relationship: _____

Signature _____ Date submitted _____

Town of Lake Placid Policy On Committee Appointments

The efficient operation of government is dependent upon the input of citizens on committees, boards, and commissions (hereafter known as “committees”). Our Town Council (hereafter known as “Council”) structure allows us to receive input from citizens on how we can better serve our community.

With that in mind, we strive to look for highly qualified individuals who represent a diverse cross-section of our community to serve as committee members.

Where committee member qualifications and other criteria are set by ordinance or by State Law this policy will prefer the qualifications stated within those venues in addition to this policy.

The Council hereby establishes the following guidelines:

1. When a committee or board includes appointed alternate members, attendance for such alternate members shall consist of an appearance at all duly noticed committee or board meetings.
2. Committee or board members and alternate members shall inform department head/staff liaison as soon as possible before a meeting when he or she has a possible conflict of interest, which would restrict their participation in the meeting.
3. When a vacancy occurs, the alternate members shall be given priority consideration for appointment to a committee (based by seniority), unless specific requirements for the vacancy (e.g., occupation or district) prohibits that consideration.
4. A member of the public may serve on no more than three (3) committees simultaneously provided only one of the committee shall have final decision-making authority. All persons being considered for a committee position will be an elector of Highlands County.

The Council hereby establishes the following procedures:

1. Approximately two months before any vacancies occur; the Department Head/Staff liaison assigned to the committee shall notify the Town clerk in writing of the upcoming vacancies. The vacancies shall be advertised to the public.
2. Persons may submit an application to the Town Administrator’s office for consideration on future appointments. The Town Administrator shall keep a current file of all applicants and make sure names available to the Council for their consideration. Applications will be kept in an active file for a period of two years.
3. All appointments to committees shall be made by the Town Council. If a current committee member wishes to be reappointed, they will be asked to submit an updated application. When there are a sufficient number of volunteers, all qualified candidates’ names will be submitted to the council for consideration.

4. After the Council has appointed a member to a committee, the new member shall be notified in writing. The letter shall state the term of office for each appointed member.
5. The Town Clerk will be responsible for obtaining the required oath of office and briefing the new member on the requirements of Government in the Sunshine, Public Records laws, the Florida Constitution, Code of Conduct, and requirements on reporting any gifts.
6. The Town Clerk shall be responsible for the preparation of a new member package to acquaint each new member with standing operating procedures.
7. With each position that is determined to be an office, a completed "Dual Office Holding Questionnaire" shall be attached to the application to prevent possible appointment of someone to a "Dual Office" who already holds an office. ("Dual Office" as provided for in s.5(a), Art.11 of the State Constitution)
8. The Town Administrator's office shall be responsible for notification to the Ethics Commission of all members of the committees. The Town Administrator shall also keep and maintain the official list of all members with the dates of term expirations.
9. The Department Head/staff liaison assigned to each committee shall be responsible for the professional input and analysis in addition to administrative functions of the committee, which includes working with the Town Clerk on the following:
 - a) Notices of meetings,
 - b) Minutes of meetings,
 - c) Agendas in accordance with the directions from the chairman,
 - d) Gathering of materials and copying for the committee.
10. The Town Clerk is responsible for keeping the attendance records of the members. When a member's attendance drops below the 50% mark in a six-month period, or three absences in a row in a six-month period accrue without reasonable explanation, the Town Administrator shall be advised and shall cause a notification in writing to the member to request notice of the member's intentions. Upon receipt of the member's response, the Town Administrator will submit a report to the Town Council for its consideration and possible removal of the member.
11. Whenever a committee or board feels a need to make a recommendation or report to the Town Council, the Town Clerk will be responsible for scheduling the meeting on the Council's agenda and submitting the documents for the Council's consideration.
12. Changes in any policy or procedure by the Town Council shall be submitted to all committee members by the Town Clerk to the liaison assigned to the committee.
13. If a committee member finds a need to be removed from an appointed position, a written resignation is required by the Council for documentation purposes.