



APPLICATION FOR APPOINTMENT TO BOARDS/ COMMISSIONS

PLEASE SELECT THE BOARD/COMMISSION THAT YOU ARE INTERESTED IN:

- PLANNING & ZONING COMMISSION KEENE ECONOMIC DEVELOPMENT BOARD ZONING BOARD OF ADJUSTMENT
- KEENE BUSINESS DEVELOPMENT BOARD BUILDING STANDARDS COMM. ATHLETIC ASSOCIATION
- OTHER: _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

HOME STREET/MAILING ADDRESS: _____
(ZIP)

PREFERRED PHONE: _____ CELL PHONE: _____

OCCUPATION/POSITION: _____ BUSINESS CONTACT PHONE: _____
(IF RETIRED, PLEASE INDICATE FORMER OCCUPATION)

E-MAIL ADDRESS: _____ FAX NUMBER: _____

ARE YOU A RESIDENT OF THE CITY OF KEENE?

- YES NO

IF NO, ARE YOU A RESIDENT OF THE CITY'S EXTRA TERRITORIAL JURISDICTION (ETJ)?

- YES NO N/A

ARE YOU CURRENTLY OR HAVE YOU EVER SERVED ON ANY CITY BOARD OR COMMISSION? YES NO

IF YES, PLEASE LIST EACH BOARD AND DATES OF MEMBERSHIP – ADDITIONAL SHEET MAY BE ADDED, IF NEEDED.

DESCRIBE ANY QUALIFICATIONS OR EXPERTISE THAT RELATE TO YOUR INTEREST IN SERVING ON A BOARD/COMMISSION. YOU MAY ATTACH A RESUME.

DO YOU HAVE ANY RELATIVES THAT WORK FOR THE CITY OF KEENE? YES NO

IF YES, WHAT IS THEIR NAME AND POSITION

PLEASE NOTE THAT THIS APPLICATION IS ONLY VALID FOR THE VACANCIES FOR WHICH YOU ARE APPLYING. IF YOU WISH TO APPLY FOR VACANCIES IN THE FUTURE, YOU WILL NEED TO FILE A NEW APPLICATION AT THAT TIME.

I HEREBY CERTIFY THAT THE FOREGOING AND ANY ATTACHED STATEMENTS ARE TRUE, ACCURATE, AND COMPLETE. I AGREE THAT ANY MISSTATEMENT, MISREPRESENTATION, OR OMISSION OF FACT MAY RESULT IN MY DISQUALIFICATION FOR APPOINTMENT. I ALSO UNDERSTAND THAT THIS APPLICATION IS SUBJECT TO DISCLOSURE UNDER THE TEXAS PUBLIC INFORMATION ACT.

SIGNATURE: _____

DATE: _____

SUBMIT COMPLETE APPLICATION TO:

MAIL: CITY OF KEENE

ATTN: OFFICE OF THE CITY SECRETARY 100 N. Mockingbird
KEENE, TX 76059

EMAIL: klay@keenetx.com

FAX: 817-556-2060

FOR OFFICE USE ONLY:

VERIFIED BY: _____ DATE: _____

NOTES:

**THE SUBMITTAL AND EXECUTION OF THE FOLLOWING RESPONSIBILITIES OF BOARD AND COMMISSION MEMBERS
IS A REQUIREMENT OF THE APPLICATION PROCESS.**

RESPONSIBILITIES OF BOARD AND COMMISSION MEMBERS

TO BE SELECTED AS A CITY BOARD OR COMMISSION MEMBER IS A HIGH HONOR AND PROVIDES AN UNUSUAL OPPORTUNITY FOR GENUINE PUBLIC SERVICE. ALTHOUGH SPECIFIC DUTIES OF EACH VARY WIDELY WITH THE PURPOSE FOR WHICH THEY ARE FORMED, THERE ARE CERTAIN RESPONSIBILITIES THAT ARE COMMON TO ALL MEMBERS. THE FOLLOWING IS A SUMMARY OF THOSE RESPONSIBILITIES.

1. UNDERSTAND THE ROLE AND SCOPE OF RESPONSIBILITY. BE INFORMED OF THE INDIVIDUAL BOARD OR COMMISSION'S SCOPE OF RESPONSIBILITY AND OPERATING PROCEDURES.
2. BE CAREFUL TO REPRESENT THE MAJORITY VIEWS OF YOUR INDIVIDUAL BOARD OR COMMISSION. INDIVIDUAL "OPINIONS" TO THE PUBLIC AND PRESS ARE DISCOURAGED AND, IF GIVEN, SHOULD BE IDENTIFIED AS SUCH.
3. MEMBERS SHOULD REPRESENT THE PUBLIC INTEREST AND NOT SPECIAL INTEREST GROUPS.
4. MEMBERS ARE IN A UNIQUE POSITION OF SERVING AS A LIAISON BETWEEN THE CITY AND ITS CITIZENS AND CAN HELP TO RECONCILE CONTRADICTORY VIEWPOINTS AND TO BUILD A CONSENSUS AROUND COMMON GOALS AND OBJECTIVES.
5. DO YOUR HOMEWORK AND BE THOROUGH IN RECOMMENDATIONS. VIEW SITUATIONS UNDER CONSIDERATION PRIOR TO THE MEETING IN ORDER TO BE FULLY PREPARED TO DISCUSS, EVALUATE, AND ACT ON ALL MATTERS SCHEDULED FOR CONSIDERATION. CONCLUSIONS BASED ON CAREFUL PREPARATION WILL STRENGTHEN THE VALUE OF THE GROUP'S RECOMMENDATIONS.
6. PARTICIPATE IN CONTINUING EDUCATION OPPORTUNITIES OFFERED BY THE CITY OR RELATED AFFILIATE ORGANIZATIONS.
7. SUPPORTIVE RELATIONSHIPS WITH THE CITY COUNCIL AND CITY STAFF ARE BASIC FOR SUCCESSFUL OPERATION OF ANY BOARD OR COMMISSION. IN CONTACTING CITY PERSONNEL ON ITEMS OF CONSIDERATION, THE PROPER CHANNEL IS THROUGH THE DESIGNATED CITY STAFF PERSON PROVIDING STAFF SUPPORT FOR YOUR GROUP.
8. ESTABLISH A GOOD WORKING RELATIONSHIP WITH FELLOW GROUP MEMBERS. RESPECT INDIVIDUAL VIEWPOINTS, ALLOW OTHER MEMBERS TIME TO PRESENT THEIR VIEWS FULLY BEFORE MAKING COMMENTS, BE OPEN AND HONEST, WELCOME NEW MEMBERS, AND STRIVE TO MINIMIZE POLITICAL ACTION ON ISSUES.
9. ACKNOWLEDGE AND UNDERSTAND THAT SHOULD A SITUATION ARISES DURING MY TERM ON SAID BOARD/COMMISSION OR COMMITTEE WHERE A PROHIBITED SUBSTANTIAL INTEREST, EITHER DIRECT OR INDIRECT, AND SUCH MATTER COMES BEFORE SAID BOARD/COMMISSION OR COMMITTEE, UNDERSTAND THE NEED TO ABSTAIN FROM ANY DISCUSSION OR VOTE ON THE MATTER (COMPLETION OF THE CONFLICT OF INTEREST FORM MAY BE REQUIRED).
10. COUNCIL APPOINTMENTS TO BOARDS OR COMMISSIONS ARE MADE WITHOUT REGARD TO POLITICAL PARTY AFFILIATION. MEMBERS ARE NOT RESTRICTED FROM PARTICIPATING IN POLITICAL ACTIVITIES; HOWEVER, MEMBERS SHOULD NOT USE OR INVOLVE THEIR MEMBERSHIP IN THE CONDUCT OF POLITICAL ACTIVITIES.
11. ACKNOWLEDGE AND UNDERSTAND THAT ALL BOARDS AND COMMISSIONS MEETINGS ARE SUBJECT TO THE TEXAS OPEN MEETINGS ACT AND THE TEXAS PUBLIC INFORMATION ACT.
12. ACKNOWLEDGE AND UNDERSTAND THAT COMPLETING AND SIGNING THIS APPLICATION DOES NOT GUARANTEE SELECTION FOR PARTICIPATION ON THE BOARD/COMMISSION OR COMMITTEE.
13. ACKNOWLEDGE AND UNDERSTAND THAT MEMBERSHIP WILL ULTIMATELY BE DECIDED BY THE KEENE CITY COUNCIL.
14. ACKNOWLEDGE AND UNDERSTAND THAT IF APPOINTED, THE APPOINTEE MAY BE REQUIRED TO ATTEND A MANDATORY ORIENTATION SCHEDULED BY THE BOARD LIAISON.

SIGNATURE: _____

DATE: _____