

City of Fitzgerald

Jason L. Holt, Mayor
Kathy A. Young, City Administrator
Cristina Evans, City Clerk



Fitzgerald City Hall
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Fitzgerald, Georgia 31750
(229) 426-5060
www.fitzgeraldga.org

APPLICATION FOR BOARD, COMMISSION, OR COMMITTEE APPOINTMENT

Our citizens provide a great insight and knowledge to city government. An avenue that the City of Fitzgerald uses to get this insight is through various Boards, Commissions, and Committees. The members of the Boards, Commissions, and Committees make decisions and help recommend and review policies for the City of Fitzgerald Departments, Mayor, and City Council. Due to the volume of applicants expressing an interest in serving and the important issues that the Board, Commissions, and Committee members face, this questionnaire has been developed to assist the Mayor and Council in the review process of applications. In addition, it will determine applicant eligibility requirements and qualifications for Board, Commission, or Committee membership.

Questions to consider before applying for membership on a Board, Commission, or Committee:

- Do I fully understand what this Board, Commission, or Committee expects from me?
- Am I committed to the goals/interests of the Board, Commission, or Committee and to the mission/purposes of the organization?
- Can I afford the demands on my time, resources, and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Commission, or Committee meetings and be well prepared for each meeting?
- Can I work effectively with other members of the Board, Commission, or Committee, the City Administrator and Department Directors?
- Am I willing to participate in necessary Board/Commission/Committee training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

PLEASE PRINT CLEARLY

Applicant Name: _____, _____, _____
LAST FIRST MIDDLE

Home Address: _____, Fitzgerald, Georgia, 31750
STREET ADDRESS

Home Phone: (_____) _____ Mobile Phone: (_____) _____

E-MAIL: _____

Occupation: _____ Retired: YES NO

Employer Name: _____

Employer Address: _____

Education: (Circle Last Level of Education completed) High School: 9 10 11 12 College: 1 2 3 4 Technical School _____

City Boards, Commissions, and Committees

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

- Blue & Gray Memorial Association:**
- Downtown Development Authority:** 6-year terms
- Fitzgerald Area Convention & Visitors Bureau:** (3) Appointed members serve 1-year term
- Fitzgerald – Ben Hill County Development Authority:** (1) City Appointed member and (1) County Appointed member/serve 5-year term
- Fitzgerald – Ben Hill County Library Board of Trustees:** (4) City Appointed members and (3) County Appointed members/serve 3-year term
- Fitzgerald – Ben Hill County Planning and Zoning Commission:** (5) City Appointed members and (4) County Appointed members
- Fitzgerald – Ben Hill County Regional Solid Waste Management Authority:** (2) City Appointed members, (2) County Appointed members, and (1) Joint Appointed member/serve 4-year terms
- Department of Leisure Services Board of Commission:** (2) City Appointed members, (2) County Appointed members, and (1) Board At-Large member/serve 4-year term
- Historic Preservation Commission:** (7) Appointed Members/2-year term
- Housing Authority of the City of Fitzgerald:** (1) City Appointed Member/5-year term
- City of Fitzgerald Revolving Loan Fund Committee:** (5) City Appointed Members
- Fitzgerald – Ben Hill County Humane Society:** (7) Members/3-year term
- Joint Development Authority of Fitzgerald/Ben Hill County/Ocilla/Irwin County:**

BOARD APPLICATION

1. How long have you been a resident of the City of Fitzgerald? _____ Years _____ Months
2. Are you a registered voter of the City of Fitzgerald? Yes No
3. Are you current with all your financial obligations (property taxes, permit fees, utilities, etc.) to the City? Yes No
4. Reasons for seeking appointment (Areas of interest, goals, etc.):

5. Please list your qualifications - include any boards, commissions, or committees you have served or continue to serve:

6. Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? Yes No

7. Have you ever worked for any Federal, State, Municipal or County government? No
 Federal State Municipal government County government

8. Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board, Commission, or Committee? Yes No If yes, please explain:

9. Do you have any employment or contractual relationship with the City of Fitzgerald that would create a continuing or frequently recurring conflict with regard to your participation on a Board, Commission, or Committee? Yes No If yes, please explain:

10. Name(s) and relationship of relatives working for the City of Fitzgerald, if any:

11. Have you ever been convicted of or pled guilty or no contest to any felony offense?

Yes No

12. What is your understanding of the board's duties and responsibilities:

REFERENCES:

Please list below the names of three (3) persons not related to you, whom you have known at least one (1) year:

1.	_____	_____	_____	_____
	NAME	ADDRESS	CONTACT	YEARS KNOWN
2.	_____	_____	_____	_____
	NAME	ADDRESS	CONTACT	YEARS KNOWN
3.	_____	_____	_____	_____
	NAME	ADDRESS	CONTACT	YEARS KNOWN

STANDARDS OF CONDUCT

RECOGNIZING THAT PERSONS HOLDING A POSITION OF PUBLIC TRUST ARE UNDER CONSTANT OBSERVATION, AND RECOGNIZING THAT MAINTAINING INTEGRITY AND DIGNITY OF YOUR PUBLIC APPOINTMENT IS ESSENTIAL FOR MAINTAINING HIGH LEVELS OF PUBLIC CONFIDENCE IN OUR INSTITUTIONS OF GOVERNMENT AND IN THE IMPARTIALITY OF THE VOLUNTEER BOARDS, EVERY APPOINTED BOARD MEMBER PLEDGES TO ADHERE TO THE FOLLOWING STANDARDS:

- Regularly attend all scheduled meetings. Board members who miss three (3) meetings within any twelve (12) month period shall automatically forfeit such appointment.
- Prepare for each meeting.
- Create a positive environment in meetings.
- Maintain an attitude of courtesy and consideration toward colleagues, citizens, and staff during all discussions and deliberations.
- Allow citizens, colleagues, and staff sufficient opportunity to present their views, within the prescribed rules of conduct of meetings.
- Avoid the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or staff.
- Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
- Avoid the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or staff.
- Respect all local, state and federal laws, rules and other regulations.
- Publicly acknowledge the appointed position when asked about a decision of the board for which you serve.
- Not engage in harassing behavior or unwelcome conduct of a sexual nature towards other Board Members, employees, or citizens.
- Members shall uphold the prestige of their appointed position and avoid impropriety and the appearance of impropriety.
- Members shall not convey the impression that they are in a position to influence the outcome of a decision of the Board and shall not attempt to use their office to influence or sway professional staff recommendation.

The understanding and performance of Board Appointees in meeting these Standards of Conduct is affirmed by the following signature:

Printed Name: _____ Date: _____

SIGNATURE: _____

If appointed, I will notify the City of Fitzgerald of any changes in my residence of any relevant changes that would affect my appointment. I will also notify the City if any potential conflicts of interest arise. I certify this application is complete, truthful, and accurate to the best of my knowledge.