

## **CITY OF DEPOE BAY**

### **APPLICATION/APPOINTMENT PROCEDURE FOR CITY COMMISSIONS**

**(Salmon Enhancement Commission, Parks Commission, Traffic Safety Commission)**

1. Notice seeking Applications for vacant or expiring position is posted by City.
2. Applicants complete and submit Applications/Resumes to City Hall by Deadline Date.
3. Council considers Applications and interviews Applicants at scheduled Council Meeting.
4. Appointment is determined by majority vote of the Council.
5. Successful Applicant is sworn in by City Staff, begins serving term on Commission.

### **INSTRUCTION FOR APPLICANTS**

- Complete Application Form.
- Attach Resume' to Application.
- Submit complete Application to City Hall by Deadline Date identified on Notice.
- Attend Council Meeting for Interview (you will be notified as to Meeting Date).

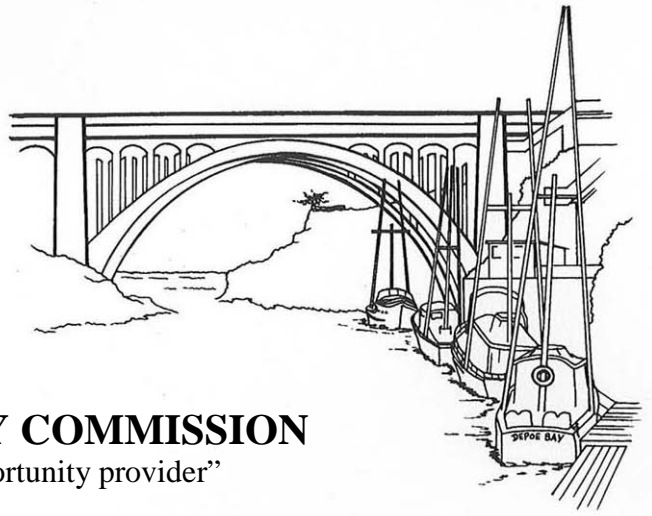
### **PLEASE NOTE**

**Any individual may not serve on more than two City Commissions/Committees/Teams simultaneously.**

“This institution is an equal opportunity provider”

# CITY of DEPOE BAY

Post Office Box 8 + Depoe Bay, Oregon 97341  
Phone (541) 765-2361 + Fax (541) 765-2129  
TDD# 1-800-735-2900



## APPLICATION FOR CITY COMMISSION

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APPOINTMENT FOR \_\_\_\_\_ COMMISSION

I, \_\_\_\_\_, am requesting to be considered as a member of the Depoe Bay Commission, for Position Number \_\_\_\_\_, for a (2/4) year term; or, to fill the vacancy which now exists, for Position Number \_\_\_\_\_, which expires \_\_\_\_\_.

I understand there is at least one regular meeting each month to conduct the necessary business of the Commission.

*Ordinance No. 290 “Any member of the Commission may be removed by a majority vote of the City Council at any time without cause. No member shall miss more than three consecutive meetings.”*

I also understand there could be special meetings called for various purposes.

I am willing to give of my time and knowledge to attend all meetings of the Commission, unless good cause prevents such attendance. I will notify the Commission Chairperson or the City Recorder of such cause prior to meeting time.

Respectfully,

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Residence Address \_\_\_\_\_

How Long \_\_\_\_\_

Occupation \_\_\_\_\_

Telephone Numbers \_\_\_\_\_

E-mail Address \_\_\_\_\_

Background Information / Brief History \_\_\_\_\_

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I would like to serve on this commission because \_\_\_\_\_

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My contributions to this commission will include \_\_\_\_\_

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You will be notified as to the date of the City Council meeting at which the Council will conduct interviews and consider appointment to fill the vacancy on the commission. If you are unable to attend the council meeting, please notify city staff at your earliest convenience. Thank You!