



4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

- Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Committees. The members of the Boards and Committees make decisions and submit recommendations to the City of Stockbridge Mayor and Council. Applicants complete a questionnaire that will assist the Mayor and Council in the review process in determining applicant eligibility requirements and qualifications for Board or Committee membership.

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

- Do I fully understand what this Board, Committee or Commission expects from me?
Am I committed to the goals and mission of this Board, Committee or Commission?
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, Committee or Commission meetings and prepare for each meeting?
Can I work effectively with the other members of the Board, Committee or Commission?
Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: _____

Occupation: _____ Employer: _____

Home Address: _____ City: _____ Zip: _____

Home Phone: (_____) _____ Home E-Mail: _____

Work Phone: (_____) _____ Work E-Mail: _____

Cell Phone: (_____) _____ Preferred E-Mail: [] Home [] Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? _____
If applying for the Main Street Advisory Board, which position? _____
(See positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? ___ Years ___ Months
- c) Are you current with all your financial obligations to the City of Stockbridge? Yes No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the city? Yes No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? Yes No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? Yes No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge Yes No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? Yes No
If yes, please explain:

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? Yes No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge. I understand a Criminal Background Check will be completed if I am considered to go before the Mayor & Council prior to being appointed. Members who qualify for elected office shall be removed from the Board/Commission of which they serve.

Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov

BOARD, COMMITTEE AND COMMISSION INFORMATION

Council on Aging (COA) The Henry County Council on Aging is a 501(c)(3) non-profit organization made up of nineteen (19) volunteers who serve as directors. Directors are selected by each County Commissioner and City Council members of the four cities. The COA's primary objective is to support programs that serve Henry County senior citizens. Supported programs include Meal-on-Wheels, Nutrition Supplements, In-Home Services, Senior Centers, and Volunteer Activities. The council members serve as advocates on behalf of the senior citizens of Henry County. The COA's primary fundraising event is the Miles-for-Meals Campaign which is held annually on the first Saturday in May. To be eligible to serve as a representative for the City of Stockbridge, an applicant must reside within the city limits of Stockbridge. Term is one (1) year and member is eligible for re-appointment.

Downtown Development Authority (DDA) The DDA's mission is to oversee the revitalization and redevelopment of the central business district and to develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities. The DDA is comprised of seven (7) members who are:

- (1) a taxpayer residing in the municipal corporation for which the authority is created; or
- (2) an owner or operator of a business located within the downtown development area and a taxpayer residing in the county in which is located the City of Stockbridge; (one such director may be a member of the governing body of the City of Stockbridge and not less than four shall be or represent a party who has an economic interest in the redevelopment and revitalization of the downtown development area defined herein).
- (3) one director who resides outside the county; in which the City of Stockbridge is located, provided, that director owns a business within the downtown development area and is a resident of the State of Georgia; or own and operate a business within the city. Four of the members must have a specific economic interest in the downtown area. The members are appointed by the Mayor and Council, and each serve 4-year terms and are eligible for re-appointment.

Regular Meetings are held the 3rd Tuesday of each month (or as necessary) --

Public Facilities Authority (PFA) which shall be deemed to be a political subdivision of the state and a public corporation. Such corporation shall be separate and distinct from any public corporation or other entity heretofore created by the General Assembly and shall be an instrumentality of the state exercising governmental and proprietary powers. The authority is created for the purpose of promoting the public good and general welfare of the citizens of the city and of the state and financing and providing facilities, equipment, and services within the city, for sale to, lease or sublease to, or operation by any public body or any private person. In connection with the exercise of any of its powers, the members of the authority may make findings or determinations that the exercise of its powers as proposed will promote the public good and general welfare, and assist public bodies in providing facilities, equipment, and services in the city, and such findings or determinations, if made, shall be conclusive and binding and shall not be subject to review. Three members shall be persons residing in the City of Stockbridge; Four members shall be persons residing in Henry County who possess specific experience, knowledge, or professional expertise in the field of banking, finance, real estate development, community development, or another area of expertise related to economic development. To be eligible for appointment as a member of the authority, a person shall be at least 21 years of age and a resident of Henry County for at least two years prior to the date of his or her appointment and shall not have been a convicted felon. The mayor or any member of the city council may be appointed to serve as one of the seven members of the authority. Meetings are held as needed. The members are appointed by the Mayor and Council, and each serve 4-year terms and are eligible for re-appointment.

BOARD, COMMITTEE AND COMMISSION INFORMATION

Planning Commission formerly known as the Zoning Advisory Board (ZAB) The Planning Commission is an advisory body to the City Council, which is responsible for directing the short and long-range growth and development of the city through maintenance and implementation of the City's General Land Use and Development Plans. The Commission is composed of (6) six members who shall be residents of the City, serve with compensation and shall be appointed upon the basis of the majority of the City Council. Commissioners shall serve a four-year term with a maximum of two full consecutive terms. Commissioner shall not hold any other public office or position with the City of Stockbridge. Planning Commission meetings are held on the 3rd Thursday of every month at 6:30 p.m., with a called meeting taking place in a rare circumstance.

Board of Ethics consists of five (5) residents of the city to be appointed as follows: the mayor shall solely appoint one (1) resident; and the council members, exclusive of the mayor and by an affirmative vote of the majority of its members, shall appoint three (3) residents. The mayor shall appoint a fifth member, said appointment to be confirmed by the city council. In the event of a vacancy due to resignation, death, incapacity, disqualification or removal for cause, the appointing party (i.e., the mayor or the council) shall appoint a new qualified resident to fill the remainder of the term. No person shall serve on the board of ethics if the person has or has had within the preceding one (1) year period, any interest in any contract or contracting opportunity with the city or has been employed by the city. Members of the board of ethics with any permit or rezoning application pending before the city, or any pending or potential litigation against the city or any city official charged in the complaint shall be disqualified from serving on the board of ethics for that complaint. An alternative member of the board of ethics shall be selected in the same manner as the disqualified individual. No person shall serve on the board of ethics who has been convicted of a felony involving moral turpitude in this state or in any other state, unless such person's civil rights have been restored and at least ten (10) years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude. No person shall serve on the board of ethics who is less than twenty-one (21) years of age, who holds a public elective office, who is physically or mentally unable to discharge the duties of a member of the board of ethics, or who is not qualified to be a registered voter in the City of Stockbridge. Term is four (4) years and members are eligible for re-appointment. Meetings are held as needed.

Historic Preservation Commission – In the support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of Stockbridge is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people. To stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historic and aesthetic attractions to tourists and thereby promote and stimulate business. To enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law. To provide for the designation, protection, preservation and rehabilitation of historic properties and districts and to participate in federal or state programs to do the same. The Commission shall consist of five (5) members appointed by the mayor and ratified by the City Council. All members shall be residents of Stockbridge and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources. To the extent available in the City, at least three (3) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions. Members shall serve three-year terms. Members may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year; two (2) members for two (2) years; and two (2) members for three (3) years. Members shall not receive a salary, although they may be reimbursed for expenses.

BOARD, COMMITTEE AND COMMISSION INFORMATION

Youth Council Advisory Committee is to make recommendations to Council based on the following Terms of Reference;

1. To identify and advise on youth issues in the City of Stockbridge.
2. To advise Council on the development of policies that are responsive to the needs of youth.
3. To consult with local youth and provide feedback and results of consultations to Council.
4. To assist in the ongoing development and delivery of youth-targeted projects and programs.
5. To create opportunities for youth leadership development by acting as a resource for youth activities.

The committee consists of (12) twelve members who reside in the City of Stockbridge or Henry County and serve a 2-year term. Meetings are held on the 3rd Tuesday of each month, or as needed at City Hall at 6:30 p.m.

Main Street Advisory Board — The Stockbridge Main Street Program is a community-driven initiative that focuses on conscientious revitalization of the Historic Downtown area. Based on the *Main Street Four-Point Approach™* which explores the four areas of Downtown **Design, Economic Restructuring, Promotion and Organization**, the underlying premise of the Main Street concept is to encourage economic development, within the context of historic preservation, in ways that are appropriate for today’s marketplace. Main Street programs across the nation advocate a return to community self-reliance, local empowerment, and the rebuilding of traditional commercial districts based on their unique assets—distinctive architecture, a pedestrian-friendly environment, personal service, local ownership, and a sense of community. The Main Street Advisory Board is comprised of 11 members and will meet once per month (or as necessary). Each Board Member must agree to serve on at least one committee.

Position	Status	Term	Term Notes
City Council Member	Ex officio ¹ Board Member	Term of Service	Can be reappointed based on the calendar year, and approval by the City Council
Representative from the Downtown Development Authority	Ex Officio Member	Term of Service	Can be reappointed by the organization, then approved by the City Council.
3 - Stockbridge Residents [added to further ensure a truly representative cross-section of the existing Stockbridge community.]	Regular Board Member	2 years	Can be reappointed by City Council
2 - Stockbridge Business or Property Owners / Operators (Within the Main Street District)	Regular Board Member	3 years	Can be reappointed by City Council
2- Stockbridge Business or Property Owners / Operators (Outside of the Main Street District)	Regular Board Member	2 years	Can be reappointed by City Council
Architect, Contractor, Interior Designer, or Landscape Architect (Henry County-based)	Regular Board Member	2 years	Can be reappointed by City Council
Representative from a Stockbridge-based Arts Organization	Regular Board Member	2 years	Can be reappointed by the organization, then approved by the City Council.
Representative from a Stockbridge-based financial institution	Regular Board Member	2 years	Can be reappointed by the financial institution, then approved by the City Council.
Representative from the Stockbridge Business Association or other city-recognized business organization	Regular Board Member	2 years	Can be reappointed by the Business Organization, then approved by the City Council

City of Stockbridge

Main Street Advisory Board Offices² President Vice-President Secretary

¹ An Ex-Officio Board Member serves on the Board because of another office or position that he/she currently holds. The term is Latin, meaning literally "from the office", and the sense intended is "by right of office." Ex Officio members are afforded the same rights as regular Board members, including debate, making formal motions, and voting.

² There is no need for a separate position of Treasurer – City Finance Team will handle financial needs.

Citywide Development Authority (DA) The work of development authorities is crucial for the ability for local government to create a legacy of sustained prosperity and requires strong leadership from board members, staff, and elected officials. The Citywide Development Authority is a (9) nine-member authority consisting of (4) residents of the City (1) of those being a member of the Governing Body and (5) members to be Henry County Residents with subject-matter expertise such as attorneys, realtors, developers, and zoning experts. The directors shall be taxpayers residing in the county or municipal corporation for which the authority is created, and their successors shall be appointed as provided by the resolution provided for in Code Section 36-62-4

Police Department Citizen-Police Advisory Council

The Citizen-Police Advisory Council is established under the direction of the City of Stockbridge Police Department. The purpose of the Citizen-Police Advisory Council is: To establish, conduct, and maintain a mechanism for the timely identification of concerns and/or issues within the community; as well as to assist in the identification and development of appropriate responses to areas of concerns and/or issues; To act as an advisory group to the City of Stockbridge Police Department; To act as a conduit of information between the community and the Police Department; To promote community awareness, understanding, and involvement in police programs and services. The Citizen-Police Advisory Council shall consist of twelve (12) members. Members must be a resident, business owner, or clergy member residing in or operating a business, non-profit, or place of worship within the City of Stockbridge. Members will be appointed or selected as follows: The Mayor shall appoint one (1) member; Each Council member shall appoint one (1) member; The Chief of Police shall select one (1) member from each of the City's four patrol zones to be confirmed by the City Council; The Chief of Police shall select one (1) member from the business community to be confirmed by the City Council; The Chief of Police shall select one (1) member from the faith-based community to be confirmed by the City Council; Members will be selected by the Chief of Police for their professionalism, integrity, and commitment to the community. The Chief of Police reserves the right to make the final determination regarding membership selection. Half the initial members selected to serve on the Citizen-Police Advisory Council shall be appointed to serve a one-year term, and half will be selected to serve a two-year term. Citizen -Police Advisory Council members shall be bound by the City of Stockbridge Code of Ethics. Meetings will be held on the first Thursday of each month at 6:00p.m.

Stockbridge Business Partnership Board ("Board") is hereby created for the purpose of bringing together a community of business owners and professionals who share a common interest in promoting the success and growth of Stockbridge businesses. The Board shall be composed of seven (7) members appointed by the City Council. The Board shall consist of Stockbridge business owners, property owners, and residents. Four (4) members of the Board shall be initially appointed for a term of three (3) years, and three (3) members shall be initially appointed for a term of two (2) years. Thereafter, the term of each Board member shall be two (2) years with appointment times staggered such that the entire board cannot be reconstituted in one appointment. However, a Board member appointed to complete the term of another Board member shall be eligible for appointment for another full term. One (1) seat on the Board shall always be filled by the city's Economic Development Director who shall serve as a voting member of the Board. The Board is scheduled to meet on the 2nd Thursday of each month (subject to change).

City of Stockbridge

Keep Stockbridge Beautiful Board ("Board") is hereby created for the purpose of assisting the City Council in establishing a citywide policy to prevent litter and encourage beautification of the City of Stockbridge. The Board shall be composed of nine (9) members appointed by the City Council. The Board shall consist of city residents, representatives from the business sector, and community organizations. Five (5) members of the Board shall be initially appointed for a term of three (3) years, and four (4) members shall be initially appointed for a term of two (2) years. The terms shall be staggered to match even and odd year appointments so that the entire board never gets appointed in one year. Thereafter, the term of each Board member shall be two (2) years with appointment times staggered such that the entire board cannot be reconstituted in one appointment. However, a Board member appointed to complete the term of another Board member shall be eligible for appointment for another full term. Two (2) places on the Board shall always be filled by two city employees who shall serve as non-voting ex-officio members of the Board. The Executive Director of the Board shall be a non-voting member of the Board. The meeting schedule is to be determined.

PROCEDURES FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

- 1) Approximately four weeks before the end of a Board or Commission term, the City Clerk will notify the Mayor and Council and the members of the Board or Committee affected of the positions and citizens whose terms will be expiring. The City Clerk shall also notify the Mayor and Council of vacancies created on a board/commission.
- 2) The City Clerk will cause this information to be posted via the City's website, social media pages, bulletin board, printed newsletter, or other means to inform the residents in the city. This notice will also include qualifications (if any) to serve. Vacancies will be posted for a minimum of 45 days, or until filled.
- 3) Applications shall be sent to the City Clerk. The Mayor and Council may interview candidates at its discretion. The Mayor and Council retain all responsibilities and rights to select candidates, nominate and confirm appointments as required by City Ordinance.
- 4) After any appointment, the new Board or Commission member, as well as the other members of that Board or Commission will receive notice of the appointment by the City Clerk.

City of Stockbridge
4640 North Henry Boulevard
Stockbridge, Georgia 30281

Georgia Bureau of Investigation – Georgia Crime Information Center Consent Form

I hereby give my consent for the Stockbridge Municipal Court/City of Stockbridge to perform periodic criminal history background checks for the duration of my tenure of employment or board membership. I hereby authorize the City to receive any Georgia or Interstate Identification Index criminal history record information pertaining to me.

Full Name (print)

Address

Sex

Race

DOB

Social Security Number

Signature

Date

Authorization of Receive Motor Vehicle Record

I, _____, authorize the City of Stockbridge to contact Georgia Department of Driver Services to verify my Motor Vehicle Record and that I have a valid State of Georgia Driver's License. I understand that the City may conduct these checks on a regular basis for the duration of my employment or tenure on a board.

Name as it appears on driver's license _____

Driver's License # _____ DOB _____

Signature

Date

INVESTIGATION AUTHORIZATION & ORDER FORM