



VOLUNTEER BOARD AND COMMITTEE APPLICATION

This application form is a public record under Chapter 119, Florida Statutes, and is open to public inspection. In accordance with FS 119.07 *Exemptions*, individuals employed or retired from certain professions relating to law enforcement may request that their physical address and phone number remain confidential. Unless requested, that information will be available and not redacted.

Per Section 2-166, all Board and Committee members must be City residents for one year prior to application unless otherwise specified in the enacting ordinance or resolution. Board and Committee terms are three years unless otherwise specified in the enacting ordinance or resolution. You may reapply for succeeding terms upon term expiration.

Name: _____

Address: _____ City: _____ State: _____

Zip: _____ Telephone: (_____) _____ - _____

E-Mail Address: _____

Employer: _____

City: _____ State: _____ Zip: _____

Business Telephone: (_____) _____ - _____

I am interested in serving on the following board(s)/committee(s):

1st Choice: _____ 2nd Choice: _____

CHARTER REVIEW COMMITTEE (*serves only six months, every five years – next formation in 2025*)

CITIZENS BUDGET REVIEW ADVISORY BOARD

CONSTRUCTION BOARD*

NATURAL RESOURCES BOARD

PLANNING AND ZONING COMMISSION*

POLICE RETIREMENT BOARD OF TRUSTEES*

PARKS AND RECREATION ADVISORY COMMITTEE

VETERANS' ADVISORY BOARD

**Filing of financial disclosure is required following appointment*

Please summarize special skills, qualifications, or education you have acquired for this appointment:
(Your resume, professional certifications or designations may be attached.)

Why do you want to serve on this board?

Do you presently serve on another City Board or Committee? _____

If yes, please list: _____

Have you previously served on any other City Board or Committee? _____

If yes, please list: _____

I will represent the best interests of the entire City while serving as a board member. I hereby waive and release any and all rights for claims for damages and injuries I may suffer while performing or after performing volunteer services for the City of Sebastian. I give permission for the City of Sebastian to use my photograph for publicity purposes (unless requesting exemption).

If required for this board, I consent to the annual filing of the Statement of Financial Interests.

<http://www.ethics.state.fl.us/ethics/forms.html>

If appointed, I acknowledge that it is my obligation and duty to comply with the following: Code of Ethics for Public Officials (Florida Statutes, Chapter 112, Part III) and Florida Sunshine Law (Florida Statutes, Chapter 286)

Statutes may be reviewed at <http://www.flsenate.gov/statutes>

I understand I must contact the City Clerk's office to request reappointment prior to expiration or to be considered for another board. I hereby certify that all the statements made on this application are true and correct. I understand that any false statements or omissions from this application may be cause for my application not to be considered.

Signature of Applicant: _____ Date: _____

Date Received by City Clerk's Office _____ by: _____

SECTIONS 2-166 THROUGH 2-173 OF CODE OF ORDINANCES

Section 2-166. Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section:

“Board” shall mean any permanent board or committee of the city, which is established by ordinance as a permanent board or committee of the city.

“Committee” shall mean any temporary committee or commission of the city, which is established by resolution to study a specific problem and recommend a solution or policy alternative within a time certain. Its existence shall terminate upon the completion of its assignment or on a date certain as provided by the resolution creating the committee or commission.

Neither “board” nor “committee” shall be construed to include the City Council.

“Resident” shall mean citizens that permanently reside in City of Sebastian, consider City of Sebastian its home of record and have been living in the city for at least one (1) full year prior to application.

Section 2-167. Appointments. The City Council shall make all appointments and reappointments to the boards and committees of the city. Unless waived by the City Council and the applicant, the City Council shall interview persons requesting consideration for appointment at a public meeting. Following said interview, the City Council shall fill the vacancy from the list of applicants. All boards and committees shall have at least one (1) alternate member, with a maximum of two (2) alternate members.

No person shall serve on more than one (1) city board or permanent committee simultaneously.

Section 2-169. Announcement of vacancies, applications for consideration. Vacancies in the membership of any city board or committee shall be publicly announced by the city clerk. Persons wishing to be considered for appointment shall file an application with the office of the city clerk. Procedures for advertisement and filling of vacancies shall be adopted by resolution of the city council.

Section 2-170. Qualifications. The primary consideration in appointing board and committee members shall be to provide the board or committee with the needed technical, professional, financial, business or administrative expertise. An applicant’s previous term as a member or an alternate member of the board or committee on which there is a vacancy may be given special consideration. Whenever a current or former member of a board or committee is being considered for appointment or reappointment to a board, the City Council shall consider the number and nature of the memoranda of conflict previously filed by such individual pursuant to Chapter 112 Florida Statutes, relating to that individual’s previous membership on the board or committee for which the appointment is being considered.

All of the members of each board or committee shall be residents of the city in accordance with the definition in Sec. 2-166. Additional qualifications may be ordained or be otherwise applicable for a particular board or committee.

Section 2-171. Except as otherwise provided by ordinance or by state law, board members shall be appointed to fill specific three-year terms of membership, which shall be staggered, so that no more than three members of a particular board shall be appointed in any given calendar year. In the event that an appointment is made to fill an unexpired term, the member shall serve until the end of the unexpired term.

Terms of all members of any board or committee shall remain active until such time as Council appoints a new member.

Section 2-172. Removal. Any member of a board or committee of the city may be removed from office by the City Council without cause by a vote approved by at least four (4) members of the entire membership of the City Council. Any member of a board or committee of the city may be removed from office for the violation of any provision of State law governing the conduct of elected or appointed officials; conviction in any court for a violation of law involving moral turpitude; misfeasance; nonfeasance or malfeasance in the performance of official duties; or abandonment of office by a majority vote of the members of the City Council present at the meeting where said removal is being considered.

Upon the direction of a majority of the City Council, a notice of removal shall be served upon the member sought to be removed, which shall specify the grounds for removal. The notice of removal shall be delivered by personal delivery or by ordinary first class mail to the member at the address provided by the records of the City Clerk. Service shall be accomplished as soon as is practicable after the City Council directs service of the notice of removal. Except as provided in Section 2-173 below, the notice shall include a statement that the member has the right to request a hearing before the City Council and that the request for a hearing must be received by the City Clerk on or before a date to be specified in the notice which shall be seven (7) days from the date of service if the notice is personally served, or ten days from the date of mailing if the notice is served by mail.

Upon timely request for a hearing before the City Council, the Council shall set a date and time for the hearing and direct the City Clerk to give the member notice of the hearing. At the hearing, the member may present evidence and argument as to why the removal should not occur. Legal counsel may represent the member and the City Clerk shall record all proceedings on magnetic tape. The decision of the Council may be either to remove, suspend, reprimand or to absolve the member. For purpose of this section, the effective date of removal of a member shall be immediately after the expiration of the time in which the member has the right to request a hearing before the City Council. If the member timely requests a hearing, and if the City Council decides to remove the member upon conclusion of the hearing, the removal shall take effect immediately. If a member timely requests a hearing, but withdraws the request prior to the hearing, the effective date shall be the date on which the request was withdrawn.

Section 2-173. Attendance Requirement. Notwithstanding any other provision of this Code, any board or committee member shall be automatically removed if he or she is absent from three (3) consecutive meetings without an acceptable excuse. An "acceptable excuse" is defined as an absence for medical reasons, business reasons, personal reasons, or any other reason which the chair of the board or committee deems appropriate. Upon notification by the chair of the board or committee that a member has not complied with the attendance requirement, the City Council shall issue an order of removal.

The effective date of removal shall be the date on which the order of removal was entered. Removal of board or committee members pursuant to this section shall not be subject to Section 2-172.

Alternate members shall be required to attend all meetings to ensure a quorum is met and be prepared to vote if a regular member is absent. If an alternate cannot make a meeting, they shall notify the staff liaison prior to the meeting.