

1. PLEASE LIST THE BOARD, COMMITTEE OR COMMISSION(S) YOU WOULD BE INTERESTED IN SERVING ON :

2. WHAT EXPERTISE, IF ANY, WOULD YOU BRING TO THE ABOVE LISTED BOARD, COMMITTEE OR COMMISSION(S) :

3. PLEASE LIST JOB EXPERIENCE :

4. PLEASE LIST EDUCATIONAL BACKGROUND :

5. PLEASE GIVE DETAILED STATEMENT OF INTEREST :

6. DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER(S) THAT MAY COME BEFORE SAID BOARD, COMMITTEE OR COMMISSION(S) BECAUSE OF A CONFLICT OF INTEREST. IF SO, PLEASE EXPLAIN:

7. PLEASE GIVE THE DATE YOU LAST CAME TO RESIDE IN NARRAGANSETT:

8. PLEASE BE ADVISED THAT APPOINTMENT TO THE ZONING BOARD AND PLANNING BOARD AND SOME OF OUR OTHER BOARDS REQUIRE TIME DURING THE REGULAR WORK DAY TO REVIEW PLANS AND CONDUCT SITE INSPECTIONS. DO YOU UNDERSTAND THE TIME REQUIREMENTS NECESSARY TO SERVE AND ARE YOU ABLE TO MAKE THAT COMMITMENT? _____

9. I HAVE RECEIVED AND UNDERSTAND THE GUIDE TO RHODE ISLAND'S LAWS ON OPEN MEETINGS. _____

(ZONING BOARD AND PLANNING BOARD APPLICANTS ONLY) I HAVE RECEIVED AND UNDERSTAND THE RHODE ISLAND ETHICS COMMISSION'S FINANCIAL DISCLOSURE REQUIREMENTS AND OVERVIEW OF THE CODE OF ETHICS LAW AND THE MEMORANDUMS FROM THE EXECUTIVE DIRECTOR OF THE RHODE ISLAND ETHICS COMMISSION RELATIVE TO THE REQUIREMENTS FOR RECUSAL AND REPRESENTING ONESELF BEFORE A BOARD OF COMMISSION WHICH SHE/HE IS A MEMBER. _____

SIGNATURE: _____ DATE: _____

SHOULD YOU REQUIRE ADDITIONAL SPACE TO COMPLETE ANY OF THE ABOVE QUESTIONS, PLEASE ATTACH AN ADDITIONAL SHEET.

NOTE: APPLICATION WILL ONLY BE ON FILE FOR TWO YEARS.



TOWN OF NARRAGANSETT

Town Hall, 25 Fifth Avenue, Narragansett, R.I. 02882-0777 • Tel. 789-1044

RULES FOR COMMISSION, COMMITTEE AND BOARD APPOINTMENTS

I. SELECTION PROCESS OF MEMBERS

1. As authorized by the Town Council, the Town Clerk shall advertise once a year in a local newspaper, the commissions, committees, and boards that will have upcoming appointments. This information will also be on the Town's website, when applicable.
2. Upon receipt of an application, the Town Clerk shall date stamp it, retain the original and distribute a copy of each application received to the Town Council and the Town Manager.
3. The application shall remain on file for a period of two (2) years from the date received and may be considered should vacancies for that particular committee, commission or board occur during that time.
4. All applications received shall be available for public review in the office of the Town Clerk.
5. The charge for each board, commission or committee shall be available in the office of the Town Clerk.

II. REQUIREMENT FOR MEMBERSHIP

1. Applications for the various commissions, committees and boards shall be available in the Town Clerk's Office or on the Town's website.
2. Applications shall be completed and submitted to the Town Clerk no later than the advertised filing date.
3. The Town Clerk shall notify individuals whose terms are about to expire, by letter, to determine if that individual wishes to be considered for reappointment.
4. Individuals wishing to be considered for reappointment shall notify the Town Clerk prior to the expiration of the date in the letter sent to them.

5. The chairperson of each commission, committee or board shall submit an attendance record, to the Town Clerk, for those individuals wishing to be considered for reappointment.
6. Any appointee who is absent without cause for three (3) consecutive meetings may be subject to removal by the Town Council.
7. When any member of a commission, committee or board is absent for (3) consecutive meetings, the Chairperson shall notify the Town Clerk, who shall in turn notify the Town Council for direction. Should the Chairperson recognize any other attendance deficiencies, the Town Clerk shall be notified, who shall in turn notify the Town Council for direction.
8. The applicant shall comply with all State Laws and Regulations, as well as Ethics Commission requirements for appointees.

III. APPOINTMENT REVIEW PROCESS

1. The Town Council shall review each application and may invite specific candidates to an interview with the Council prior to a regularly scheduled meeting or work session. Candidates interviewed by the Town Council will be sent a letter of appreciation by the Town Clerk.
2. When making a nomination, the Council member making the recommendation will verbally outline reasons for the nomination.

Adopted on September 6, 2005
Amended on September 19, 2005