

**TOWN OF RICHLANDS
CITIZEN PARTICIPATION APPLICATION
ADVISORY BOARDS AND COMMITTEES**

If you are a Town of Richlands resident, at least 18 years of age, and willing to volunteer your time and expertise to your community, please complete this application and return to:

Town of Richlands
PO Box 245
Richlands, NC 28574

Phone: (910) 324-3301
Fax: (910) 324-2324
Email: administrator@richlandsnc.gov

I would like to be considered for an appointment to: _____

Name: _____ Home Address _____

City: _____ Zip Code: _____

Phone: (H) _____ (W) _____ Email: _____

Place of Employment: _____ Job Title: _____

Describe your current position and duties: _____

Education: _____

Please describe background or abilities that qualify you for service on this board: _____

What boards/committees are you presently serving on, if any? _____

List any boards or committees you have served on in the past: _____

List **ANY** businesses or corporations of which you are a stakeholder or have a personal interest: _____

Is **ANY** family member employed by the Town of Richlands or to an organization affiliated with the board or committee to which you are seeking membership? _____ If yes, please list: _____

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain: _____

**ETHICS GUIDELINES FOR
RICHLANDS ADVISORY BOARDS AND COMMISSIONS**

I agree by my signature below that, if appointed, I pledge to comply with the following ethics guidelines for Advisory Boards and Committees as adopted by the Richlands Board of Aldermen.

- Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict or potential conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or commission.
- If an advisory board or commission member believes he/she has a conflict or potential conflict of interest on a particular issue, then that member should state this belief to the other members of his/her respective advisory board or commission during the board or commission's public meeting. The member should state the nature of the conflict, detailing that he/she has a separate, private, or monetary interest, either direct or indirect, in the issue or transaction under consideration. The member should then excuse himself/herself from considering and voting on the matter. (In cases where an advisory board or commission member declares a conflict or potential conflict of interest, the member shall excuse himself/herself from the board table/voting area until all discussion, consideration, and voting is completed on the matter in question.
- Any advisory board or commission member having questions or needing assistance regarding the interpretation of these ethic guidelines or other conflict of interest matters should contact the administrative staff for the Town of Richlands. Staff will assist the member with questions and interpretations and may provide a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The member may request that the staff respond in writing. Staff may contact the Town Administrator for any additional assistance.
- The members of Richlands advisory boards and commissions shall agree to follow the same Code of Ethics adopted by and for the Richlands Board of Aldermen.

Signature

Date

Witness

Date

Please Note:

1. This application is considered a public document.
2. Please complete one application for each board or commission to which you would like to be considered for appointment.
3. Incomplete applications will **NOT** be considered.
4. You are encouraged to attend and observe meetings of any boards to which you desire appointment. Information about the board or commission's duties, work, and schedule is available upon request.
5. The above information will be used by the Board of Aldermen in considering your application for appointment.
6. Information from this form may be used in news releases to identify you if you are appointed.