

# Application for Appointment

## City Boards – Commissions - Committees

City Clerk's Office  
 520 3<sup>rd</sup> Street, Suite 230 / PO Box 270  
 Brookings, SD 57006  
 (605) 692-6281 phone; (605) 692-6907 fax  
[sthornes@cityofbrookings.org](mailto:sthornes@cityofbrookings.org)



### Applicant Information

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

Address: \_\_\_\_\_

Is your residence located within the city limits of Brookings?  Yes  No \*

*\* Many city boards require residency. See listing below.*

Phone (home): \_\_\_\_\_ (work): \_\_\_\_\_ (Cell): \_\_\_\_\_

E-mail addresses: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

NOTE: THE ABOVE INFORMATION WILL BE USED IN THE CITY VOLUNTEER DIRECTORY THAT IS AVAILABLE TO THE PUBLIC.  
 PLEASE INDICATE IF THERE IS ANY INFORMATION YOU DO NOT WANT MADE PUBLIC.

**1. I would like to serve on the following committee, board or commission. Please indicate order of preference and check all that apply.**

✓ 1, 2, 3	Board – Commission – Committee (*January appointment, **May appointment)	Length of Term (years)	Residency Requirement
	AD HOC Committee/Task Force _____ (name)	n/a	None
	Airport Board**	5	City required for majority
	Bicycle Advisory Committee*	3	None
	Board of Adjustment*	3	City required or within Joint Jurisdictional Area
	Board of Appeals*	5	None
	Board of Health*	3	2 may live outside city limits, but must reside in County
	Committee for People who have Disabilities*	3	City required for 7 members
	Committee for People who have Disabilities (student position)**	1	City required for 7 members
	Brookings Health System Board of Trustees*	3	County
	Business Improvement District #1*	3	None
	Historic Preservation Commission*	3	City
	Human Rights Commission*	3	None
	Human Rights Commission (student representative)**	1	None
	Library Board*	3	City
	Park & Recreation Board **	3	None
	Park & Recreation Board (High School student representative)**	1	None
	Park & Recreation Board (College student representative)**	1	None
	Planning Commission*	5	City
	Public Arts Commission*	3	City required for majority
	Sustainability Council*	3	City required for majority
	Sustainability Council (College student representative)**	1	City required for majority
	Swiftel Center Advisory Committee*	3	None
	Traffic Safety Committee*	3	City required for majority
	University Community Coalition*	2	None
	Utility Board**	5	City + land owner

**2. Please list education or training relevant to your choice(s):**

**3. Work experience:**

**4. Community Volunteer Service:**

**5. I would like to serve in the indicated position(s) because**

# City Council Governance Process for Citizen Advisory Boards

The City Council values the expression of citizen viewpoints on topics of concern to the Council. Therefore, the Council will continue the tradition of seeking input from volunteer citizen advisory boards and committees, although final responsibility for decisions, and the implementation that follows, rests entirely with the Council. The Council reminds staff that the ideal purpose of citizen involvement is not to advance staff agendas, but to seek objective opinions from a diverse range of citizens.

## Guideline A:

The Council will make every effort to offer overall direction and guidelines to citizen volunteers, through the use of Council Ends Policy statements, and by reviewing the mission and need for each citizen advisory board and committee on an annual basis. During the annual review:

1. The Council will determine if the need for a citizen advisory board or committee justifies continuation of the board or committee. If continuation is justified, proceed to #2.
2. The Council will make an effort to determine the most effective use of citizen volunteers, with a primary decision being the length of service for each board and committee. The Council believes citizen input will be more likely objective and updated if the advisory board or committee is kept in an ad hoc (short-term) format. However, the Council recognizes that some complex issues require citizen involvement for a longer period in order to be effective.
3. Unless otherwise specified by the Council, the City Manager will coordinate the activities and reporting functions of all citizen advisory boards and committees.
4. The City Manager will base his guidance of citizen advisory boards and committees on Ends Policies established by the Council.
5. The Mayor, with advice and consent of the Council, will make all appointments to citizen advisory boards and committees.
6. Upon recommendation of the City Manager, the Council may approve the creation of ad hoc committees to assist the City Manager or his staff.

## Guideline B:

*The Council directs all staff to review relevant Ends Policies with citizens upon their appointment to an advisory board or committee. The Council asks staff to be as objective as possible in educating and presenting options to citizens, since the purpose of advisory boards and committees is not only to hear from citizens, but to increase citizen involvement, loyalty, and creativity toward their City.*

1. The Council asks the City Manager to create and regularly update an orientation packet for each new volunteer that includes relevant Ends Policies.
2. The Council asks staff to review this orientation packet with each potential volunteer, prior to their appointment, emphasizing this very policy (Policy I.6), and asking for a citizen signature on the line that indicates understanding of this policy.
3. Staff will provide regular summaries of citizen committee work to the Council.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATED CONDITIONS FOR APPOINTMENT.

---

**Applicant Signature**

## Advertising Policy

The City of Brookings will notify the public of any vacancies of volunteer or compensated positions on boards, committees and commissions of the City. Notification of vacancies will consist of press releases to local media at least two weeks prior to the appointment.

## Appointment Process

In accordance with Section 2.03 of the Brookings City Charter, the Mayor appoints, with the advice and consent of the Council, the members of citizen advisory boards.

All applications for appointment are provided to the Mayor for consideration. A personal interview may be requested. Formal City Council action is required to approve all appointments. Formal notification from the Mayor regarding the status of appointment requests will be provided. All applications will be retained for one year. Thank you for applying!

**Please return your application to the City Clerk's Office.**

**Shari Thornes, City Clerk**

**520 3<sup>rd</sup> Street, Suite 230 / PO Box 270**

**Brookings, SD 57006**

**(605) 697-8641 phone, (605) 692-6907 fax**

**[sthornes@cityofbrookings.org](mailto:sthornes@cityofbrookings.org)**

## City of Brookings Governance and Ends Policies – Appendix B

# City of Brookings Volunteer Code of Ethics

Volunteer advisory boards, committees and commissions provide a very important service to the City of Brookings. Members of volunteer boards, committees and commissions are often the first and only contact an individual might have with city government. In order to maintain and enhance public trust and confidence in our local government, to achieve equity and social justice, to affirm human dignity, and to better the quality of life for residents of Brookings, the members of volunteer boards and committees and dedicate themselves to the stewardship of the public trust and therefore embrace the following ideals, seeking to:

- ❖ Uphold constitutional government and the laws of the City of Brookings;
- ❖ Be an exemplary representative of the City of Brookings;
- ❖ Abstain from voting when a conflict of interest exists in accordance with the Brookings City Charter, Section 7.01(a) Conflicts of Interest provision;
- ❖ Be mindful of the need for neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- ❖ Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff or colleagues;
- ❖ Maintain and respect the confidentiality of private and confidential information;
- ❖ Attend all regular and special meetings, including briefings, subcommittee meetings, and public functions when expected;
- ❖ Be prepared by reading all documents pertaining to an issue in advance of the above mentioned meetings or event;
- ❖ Be an active and attentive participant;
- ❖ Be appropriate in appearance and manner for the setting of meetings; and
- ❖ Read, comprehend and comply with local, state and national governmental guidance, directives, regulations, and Ordinances pertaining to my position.

It is the policy of the City of Brookings to uphold, promote and demand the highest standards of ethics from all its appointed officials. Brookings City officials shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their city position or powers for improper personal gain.

I have read and understand the Code.

---

Date

---

Signature

---

Board, Committee or Commission

---

Printed Name