

**CITY OF DE SOTO
BOARD AND COMMISSION APPLICANT
DATA SHEET**

NOTE: As an applicant for a city board or commission, your name, address and phone number will be available to the press and the public. All other information will remain confidential. You will be contacted before any action is taken on your appointment.

*Board or Commission Name _____

Your Name _____

Home Address _____ Home Phone _____

Business Address _____ Business Phone _____

Occupation _____

Resident of City: Yes _____ No _____ If so, How Long _____

Education/Experience: _____

Special knowledge or experience applicable to Board or Commission function:

Other Information (Civic Activities, Etc.)

Signature _____

Date _____

Return to City Clerk's Office

*Application for the following Council-appointed Boards and Commission are kept on file in the City Clerk's Office (636) 586-3326:

Board of Adjustment
Cemetery Board
Library Board

Park Board
Planning & Zoning Commission
Industrial Development Authority

APPOINTMENT PROCEDURE TO BOARDS AND COMMISSIONS

1. Prior to the expiration of their term of office current board members will be contacted by the City Clerk/Council Liaison to determine whether or not there is an interest in serving another term.
2. Periodically, as vacancies occur, the City Clerk will advise the public through the news media of the vacancy, the board/commission, etc. This will be done in an effort to obtain volunteers to serve on the various boards/commissions.
3. Interested applicants will obtain a data sheet from the City Clerk's office indicating the board/commission position for which they wish to be considered.
4. The interested applicant completes and returns the data sheet to the City Clerk's office.
5. The City Clerk will schedule as a City Council Meeting Agenda Item, the matter of making the necessary board/commission appointment.
6. The City Clerk will submit all applicant data sheets to the Mayor and City Council for consideration.
7. The Mayor makes the appointment(s) to the board/commission upon approval by the City Council.