

Appointment Date:
Term Expiration Date:
For City Clerk Use



Mayor: Craig Newton • **Mayor Pro Tem:** Bruce Gaynor • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Marshall Cheek • **City Manager:** Eric Johnson • **City Clerk:** Monique Phillip

CITY OF NORCROSS BOARDS, COMMISSIONS, AND AUTHORITIES APPLICATION FOR REAPPOINTMENT

Members who seek reappointment are also required to submit a reappointment application and video recording. Notices are published in the City Newsletter, City webpage, and social media outlets when applications are sought for expiring terms or other vacancies.

Applicant Name _____

Occupation: _____ Employer: _____

Are you a city resident? _____ Home Address: _____

City: _____ Zip: _____ Home Phone: _____

Preferred E-Mail: _____ Cell Phone: _____

Emergency Contact Name & Number: _____

I am currently serving as a member of the following BCA and wish to reapply for membership for another term:

- | | |
|---|---|
| <input type="checkbox"/> Architectural Review Board (ARB) | <input type="checkbox"/> Norcross Public Arts Commission (NPAC) |
| <input type="checkbox"/> Discovery Garden Park (DGP) | <input type="checkbox"/> Parks, Green Spaces, and Trails Commission (PGT) |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Planning & Zoning Board (P&Z) |
| <input type="checkbox"/> Historic Preservation Commission (HPC) | <input type="checkbox"/> Sustainable Norcross Commission (SNC) |
| <input type="checkbox"/> Norcross Development Authority (NDA) | <input type="checkbox"/> Tree Preservation Board (TPB) |
| <input type="checkbox"/> Norcross Housing Authority (NHA) | <input type="checkbox"/> Zoning Board of Appeals (ZBA) |

Please explain why you are seeking reappointment, the accomplishments you believe you helped the Board, Committee, or Commission achieve while serving, and upcoming work you think you are uniquely positioned to support:



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APPLICATION PROCESS

Twice a year, in April and October, the City will issue a call for persons interested in serving on a BCA. Vacancies will be advertised by city staff on the City's website, in the local newsletter, and on social media outlets. Should there be a lack of applications, an additional call for applicants will be issued.

With some exceptions, representatives to all BCA's are regularly appointed in June and December. Special appointments take place following a resignation. The City Clerk's office will send a letter of appreciation and acknowledgment of the term of service to the outgoing BCA member and a notice to the newly appointed BCA member.

REAPPOINTMENT PROCESS

BCA members seeking reappointment are required to complete and return the BCA reappointment application to the office of the City Clerk along with a five minute or less video addressing the questions presented below. Once you have created your video, transfer it and a completed copy of your application to Deputy City Clerk, Shayla Alexis, at shayla.alexis@norcrossga.net.

Question 1: How long have you served on the current Board/Commission/Authority?

Question 2: Briefly explain your reason(s) for wishing to be reappointed to the Board/Commission/Authority you currently serve.

Question 3: Please tell us how you have contributed to this Board/Commission/Authority.

Question 4: In addition to your experience serving on this Board/Commission/Authority, do you have any other expertise or experience we should be aware of that is an asset to this position?

Question 5: Will you have the time and availability to prepare for and regularly attend meetings, periodic training sessions provided by the City either on or off site or virtually, and to perform a reasonable amount of work outside of regularly scheduled meetings?

Please notify the City Clerks Department if you need assistance with the required video recording.

APPLICANT VETTING AND APPOINTMENT PROCESS

The BCA chair and two staff liaisons review and vet all applications and video submissions to ensure that applicants meet the qualifications required to serve on the BCA for which they have applied, i.e., residency, property or business ownership, or professional affiliations.

The BCA chair and staff liaisons then create a list of recommended candidates and forward it, along with all applications and video submissions, to the Mayor and Council for further consideration.

The Mayor and Council will conduct any additional follow-up discussions, interviews, etc., in Executive Session the night of the Policy Work Session Meeting. A formal City Council vote is required at the Regular Council meeting and will normally be listed on the consent agenda.

Upon appointment, appointees are sent a letter of congratulations. Applicants who are not, will be advised in writing or by email.

The Deputy City Clerk provides the new appointee's name and contact information to the appropriate staff liaison to coordinate a formal orientation.



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I hereby request consideration for reappointment to the above BCA of the City of Norcross, Georgia. I affirm that all the information contained in this reapplication is true and correct. Any misrepresentation, falsification, or omission shall be cause for relinquishing my role as a volunteer for the City of Norcross. **Upon completion, please return this form to: Shayla Alexis, Deputy City Clerk of the City of Norcross, 65 Lawrenceville St., Norcross, GA 30071.**

Print Name

Signature

Date