



Appointment Date:
Term Expiration Date:
For City Clerk Use

MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **MATT MYERS** •
 COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

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

Members who seek reappointment are also required to submit reappointment applications. 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: _____

I am currently serving as a member of the following BCA and wish to reapply for membership for another term:
 (SELECT THE BOARD FOR WHICH APPLIES)

- | | |
|---|---|
| <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"/> Planning & Zoning Board (P&Z) |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Sustainable Norcross Commission (SNC) |
| <input type="checkbox"/> Historic Preservation Commission (HPC) | <input type="checkbox"/> Tree Preservation Board (TPB) |
| <input type="checkbox"/> Norcross Development Authority (NDA) | <input type="checkbox"/> Zoning Board of Appeals (ZBA) |
| <input type="checkbox"/> Norcross Housing Authority (NHA) | |

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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BCA REAPPOINTMENT PROCESS

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 City Clerk along with a five minute or less video addressing the questions presented below. Once you have made your video, transfer it and a completed copy of your application to the City Clerk, Monique Lang, (Monique.lang@norcrossga.net) via WeTransfer at <https://wetransfer.com/>

Question 1: Briefly explain your reason(s) for wishing to serve on this BCA.

Question 2: What skills and experiences do you have that can be applied to the mission and goals of the BCA?

Question 3: 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?

Question 4: How long have you been a resident of Norcross? (If required for appointment); or
How long have you been a property or business owner in Norcross (if required for appointment); or
How long have you been in an associated profession or related organization (if required for appointment)

Question 5: Do you know of any circumstances that would create a conflict or result in you having to abstain from voting on any action before a BCA? If so, please explain.

Assistance will be provided to applicants needing 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 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: Monique Lang, City Clerk for City of Norcross, 65 Lawrenceville St., Norcross, GA 30071

Signature _____ Date _____