

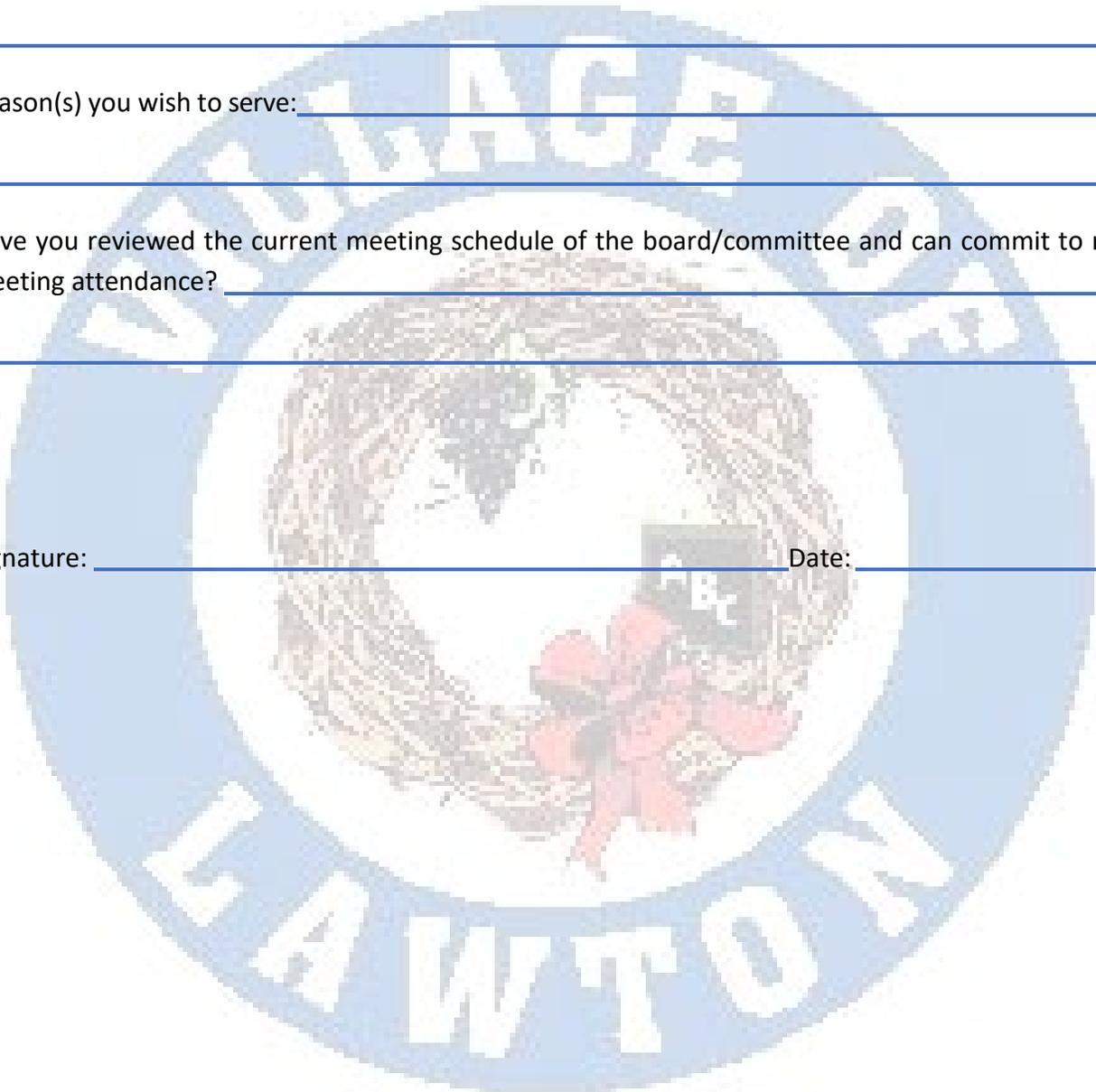


Do you foresee any potential conflicts of interest while executing the duties of this position (do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor with the Village of Lawton from which you or they derive direct compensation or financial benefit)? If yes, please explain: \_\_\_\_\_

Reason(s) you wish to serve: \_\_\_\_\_

Have you reviewed the current meeting schedule of the board/committee and can commit to regular meeting attendance? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **VILLAGE OF LAWTON BOARD AND COMMITTEE APPLICATION**

From beautifying the community to regulating its development, board members and commissioners meet regularly to support the Village Council and Administration and give back to their community. The Village of Lawton has many opportunities waiting for you at various places within its civic structure. We encourage you to get involved in your local government by joining a board or commission

### **Applying to a Board or Commission**

Individuals interested in serving on a Village board or commission must complete the “Application for Volunteer Board and Committees”, indicating which board or commission they are applying for. This application can be obtained from the Village Clerk’s Office or on the Village Website and returned to the Clerk’s office upon completion. The application will be considered ‘active’ for six months and will be considered by the Village President and Council if an opening to the applicable board or commission becomes available.

Eligibility to apply and serve on a board or commission varies based on bylaws and authorizing legislation. Several boards and commissions require residency within the Village of Lawton while other positions require an active interest or professional involvement.

### **More Information about Specific Boards/Commissions:**

#### **DDA:**

- Meets the first Wednesday of each month at 7:00PM
- Must be either a village Resident, an owner of a business, employed by a business within Lawton, or own property in the village. Desired background includes, but is not limited to: Business Development & Retention, marketing and promotion, community development, banking, finance, and accounting. Although all interested persons are encouraged to apply.

#### **Planning Commission:**

- Meets the first Tuesday of each month at 7:00PM
- Must be a resident or owner of a property in the Village of Lawton. Desired background includes, but is not limited to: building, real estate, business. Although all interested persons are encouraged to apply.

#### **Village Council:**

- Meets the second and fourth Tuesdays of each month at 7:00PM
- Must be registered electors of the Village of Lawton, and are elected by village residents. In the event of a vacancy the Village Council may appoint an individual to serve until the next regular election, at which time the individual must run for election if they wish to continue serving.

- The Village Council is responsible for establishing Village policies, adopting ordinances and resolutions, approving the Village budget, and overseeing Village operations.

### **Appointment Process**

When terms expire and/or upon notification of a board member resignation, notices will be advertised by the Village Clerk through the Village newsletter, website, and/or social media. The Village Clerk will forward completed applications to the Village President and Village Council (depending on the appointing authority). For appointments made by the Village President with the consent of Council, the Village President shall notify Council if his or her desired appointment in advance of the Village Council meeting at which he or she desires to make the appointment.

### **Term of Service**

Each board and commission have different terms of service based on their bylaws and authorizing legislation. Typically boards and commissions will have from two- to four-year terms.

### **Reappointment**

All members of commissions or boards whose terms are set to expire must complete an “Application for Volunteer Board and Committees” and resubmit to the Village Clerk. The application will confirm the board or commission member’s interest to continue or discontinue service. Reappointments are not automatic.

### **Resignation**

Any board member that intends to resign must forward a letter to their board or commission chair, who will then forward the letter to the Village Clerk. The resignation letter will then be forwarded to the Village Council for their acceptance. If a board or commission member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the term.