



INFORMATION FOR APPLICANTS

Scottsdale Boards and Commissions

Thank you for your interest in serving on one of Scottsdale's boards and commissions ("boards").

Please read the below information carefully.

Applying for Appointment

- Please completely fill out and sign the attached application
- Scottsdale citizens may apply for only one City board or commission
- You can only be appointed to one board or commission and submit one application
- Submit completed application to the City Clerk, 3939 N. Drinkwater Blvd., Scottsdale, AZ 85251
- Applications are active for one year and all applications will be considered for each vacancy

Nominations and Interviews

- When there are sufficient vacancies, nominations are added to City Council agendas
- At a public meeting, the City Council nominates individuals from the application pool
- Applicants do not have to be present to be nominated
- After the meeting, nominees will be notified by email about their interview date and time
- Applicants who are not nominated will not be notified, but will be considered in the future
- Nominees are interviewed at a public City Council meeting
- Following interviews, the City Council votes on appointments

Following Appointment

- Appointees are typically appointed to three year terms with a maximum of six years per board
- Appointees must sign a loyalty oath and complete and submit all required ethics forms prior to service
- Appointees are invited to and expected to attend new member orientation and ethics training
- The assigned staff representative will contact appointees with additional arrangements

Conditions of Appointment

- If you miss three straight meetings, or four out of six meetings, you may be removed from office
- All members must maintain Scottsdale residency in order to remain in office
- Committing a felony or certain crimes will automatically remove you from office
- If you are no longer able or willing to serve, please contact your board chair immediately

If you have additional questions, please contact the Mayor's Office at (480) 312-7977.



Scottsdale Boards and Commissions APPLICATION

For Office Use Only

Thank you for your interest in serving on a Scottsdale board or commission.

Before You Begin.

- Only one application may be submitted for one board or commission.
- Applications remain active for one year from submittal date.
- Please read this form carefully. Fully complete all sections and sign the application.

Return completed applications to:

City Clerk's Office, Scottsdale City Hall, 3939 N. Drinkwater Blvd., Scottsdale, AZ 85251 or FAX to (480) 312-7797. This form and additional information are available at www.ScottsdaleAZ.gov/boards

Choice of Board or Commission.

Please read the description for the board or commission that you are interested in serving at www.ScottsdaleAZ.gov/boards before selecting your choice. Only one application may be submitted for one board or commission. An application supplement is required for the following boards or commissions: Building Advisory Board of Appeals, Development Review Board, Environmental Quality Advisory Board, Historic Preservation Commission, Judicial Appointments Advisory Board and Tourism Development Commission.

List the name of the board or commission for which you are applying

(note that you may only belong to one board or commission at a time):

Contact Information.

 This application, and all information you provide, may be viewed by the public upon request.

Name _____		Business/Organization Name (If Applicable) _____	
Preferred Mailing Address _____		City _____	State _____ Zip _____
Preferred Phone (Include Area Code) _____		Preferred E-mail _____	

Scottsdale Residency.

 Scottsdale residency is a requirement for most Scottsdale boards and commissions.

I am a resident of Scottsdale. If so, for how many years? _____

Home Address _____

Address is required and will be used to verify Scottsdale residency.

Truth and Accuracy.

 I certify that the information contained on this form is accurate to the best of my knowledge.

Signature _____

Date _____

Important Public Records Information. Please note that the city receives requests from the public to review documents, such as this form, provided to the city and the city is obligated to release these public records, including all information contained on the form, upon request. Please call the City Clerk at (480) 312-2411, if you have questions or concerns about the disclosure of specific information.

Board: _____ **Applicant Name:** _____

Why do you want to serve on this board or commission?

Briefly describe how your experiences, educational, professional or volunteer, qualify you to serve on the board or commission for which you have applied. (You may attach a resume if you choose.)

What do you think is the top issue facing the board or commission, and what approach would you take to address the issue?

Employment. List your three most recent employment experiences, listing present or most recent first.

Dates	Company Name and Location	Position	Job Description

Education: List your three most recent educational experiences, listing present or most recent first.

Educational Institution / School	Degree Received	Areas of Study



Scottsdale Boards and Commissions APPLICATION SUPPLEMENT

For Office Use Only

List the name of the board or commission for which you are applying:

Applicant Name:

Before you begin.

If you are applying for one of the boards or commissions listed below, check the appropriate box or boxes to indicate whether you have experience or professional qualifications that may be needed to fill a specific seat. Note that some commissions are a mix of citizens with certain qualifications and other citizens representing the general public.

Building Advisory Board of Appeals.

Members appointed to the Building Advisory Board of Appeals must be qualified by experience and training to pass on matters pertaining to building construction. Please check below if you have:

- Experience or training in building construction

Development Review Board (DRB).

The Development Review Board has seven members, three of whom shall be (check all that apply):

- Architect
- Landscape architect
- Environmental scientist
- Persons otherwise qualified by design background training, or experience

and two of whom shall be (check all that apply):

- Land developer
- Builder
- Contractor

Environmental Quality Advisory Board (EQAB).

The membership of the Environmental Quality Advisory Board shall reflect both scientific and nonscientific interests and shall include representatives with professional backgrounds in engineering/planning and earth science, as well as representatives from the business community and community at large. Check if you have professional experience or are qualified to represent any of the following:

- Engineering/Planning
- Earth science professional
- Business community

Historic Preservation Commission (HPC).

The Historic Preservation Commission should include at least one representative from each of the following professions. Check all that apply:

- Archaeologist
- Architect
- Historian
- Real Estate Professional

All members of the Historic Preservation Commission shall have experience either in the professions previously listed or the areas listed below. Check all that apply:

- Architectural history
- Building construction
- History
- Archaeology
- Historic preservation law
- Historic preservation related field

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Board: _____ **Applicant Name:** _____

Judicial Appointments Advisory Board (JAAB).

Two City Council-appointed seats on the Judicial Appointments Advisory Board are designated for members of the State Bar of Arizona and the Scottsdale Bar Association. To be considered, you must have been nominated by the president of either the State Bar or Scottsdale Bar Associations. Please check if you are an active member of either:

- The State Bar of Arizona
- The Scottsdale Bar Association.

There are also three positions available for Scottsdale residents who are not judges in any official capacity, retired judges, nor members of the State Bar of Arizona, but who have distinguished themselves through their public service, impartiality, and objectivity.

Tourism Development Commission (TDC).

All seven members of the Tourism Development Commission must be representatives of the tourism industry in Scottsdale. Four seats are specifically designated for Scottsdale hoteliers, one seat is designated for a Scottsdale Convention & Visitors Bureau representative and the remaining seats are designated for representatives of other elements of the tourism industry. Check all that apply.

- Hotelier
- Member of Scottsdale Convention & Visitors Bureau
- Representative of other elements of tourism industry (for example, restaurants, travel agencies, transportation companies, etc.)

Additional information.

If you would like to explain or elaborate on the experiences or professional qualifications you have checked, please use this space:

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