



CITIZEN SERVICE INFORMATION FORM

Name (Print): _____ Date: _____
 Last First Middle

Home Address: _____

Business Name: _____

Business Address: _____

Telephone (Home): _____ (Work): _____

E-mail address: _____

Which Boards, Commissions, and/or Committees interest you?

Please give a brief overview of your background, experience, interest, or concerns in the above areas:

References:

1. _____ Phone: _____

2. _____ Phone: _____

Signature

Regular Board and Commission members are expected to attend at least three-quarters of the Board meetings each year. Alternate members are always welcome to attend all meetings, but are not required to attend meetings unless requested.

RETURN THIS FORM TO: City Clerk, 312 W. Whitewater St., P.O. Box 178, Whitewater, WI 53190 – msmith@whiewater-wi.gov (262) 473-0102

FREQUENTLY ASKED QUESTIONS:

What Happens After I File my Application? Applications are filed with the City Clerk. Once the deadline for filing passes, the City Clerk assembles applicant information and provides it to both the City Manager and the Common Council President (the Nomination Committee). The Nomination Committee will review the applications, and may contact you to meet with them to discuss your interests. After those meetings, the Committee will make recommendations to the Common Council as to appointments. The Common Council will then vote on the appointment.

Do I have to attend any Meetings? You *MAY* be asked to meet with the City Manager and the Common Council President. You will be notified (e-mail is the likely method) of the upcoming Council meeting, and you are invited to attend the meeting, but are under no obligation to do so.

How do I know if I have been appointed? Appointments are voted on during the open session of a Council meeting. If you are in attendance, you will witness the appointment. If you are not there, the Clerk will send you a letter verifying your appointment within a few days of the Council meeting. You may also call the Clerk at 262-473-0102 for information.

If I am appointed, how do I know when to come to a meeting? Once you are appointed, the city staff member in charge of the Board you are serving on will send you agendas advising when meetings are. Most staff members prefer to work through e-mail. If you do not use e-mail, or you prefer to have a paper copy of any agenda mailed to you, that option is available to you.

If you have any other questions, please contact the City Clerk at (262) 473-0102, and she will direct you to the proper staff member.