

Advisory Board Nominee Information Form Instructions

Part I:

1. List Full/Correct Name of Board/Committee/Council
2. Mark At-Large or District Appointment Box
 - At-Large the BCC as a whole entity approves
 - District is when a specific Commissioner makes the appointment
3. List the number of years to serve
4. Use the Month/Day/Year format for "From & To":
 - Retroactive Dates are okay for reappointments only.
 - New Appointments **MUST** use the date the BCC takes action; unless a valid reason is noted in the agenda item explaining the retroactivity.
 - Individuals completing a term **MUST** use the date the BCC takes action to the uncompleted expiration date; unless a valid reason is noted in the agenda item explaining the retroactivity.

NOTE: A year consists of 365 days. Example: If an individual is nominated for one (1) year the term should be January 1, 2008 to December 31, 2008. Don't use January 1, 2008 to January 1, 2009 (this is one year and one day).

5. List the Seat Requirement (i.e., must be "Registered Engineer")
6. List the Seat Number
7. Mark whether it is a "New Appointment" or "Reappointment"
8. If completing a term, please provide the name of the person who previously held the seat and the reason for their leaving, if applicable. Use the Month/Day/Year format when filling in the completion of term date.

Part II:

9. Fill in complete name (Last, First, Middle Initial)
10. Fill in Occupation/Affiliation (if applicable) or use N/A
11. Fill in Business Name (if applicable) or use N/A
12. Fill in complete Business Name (if applicable) or use N/A
13. Fill in City, State & Zip Code
14. Fill in Residence Address
15. Fill in City, State & Zip Code
16. Fill in Home Phone; Business Phone; Cell Phone; Fax and Email Address
17. Mark the mailing address preference Box
18. Mark the Minority Identification Code

Part III:

19. Fill in the BCC Meeting Date that appointment/reappointment is to be approved.

If you're unsure about At-Large or District, Seat Requirement, etc., please refer to the Statute/Ordinance/Resolution which created the Board/Committee/Council.

** Please contact Agenda Coordinator at 355-3229 if you have any questions or still need assistance filling out the form.