



Advisory Board Application

APPLICANT INFORMATION

Applicant Name _____ Date _____

Address _____

Home Phone _____ Work/Other Phone _____

Email Address _____

Occupation _____

Length of residency in Wake County _____

Do you live within the corporate limits of the Town of Wake Forest? Yes No

ADVISORY BOARDS AND COUNCILS

Please indicate your choices by number in order of preference (first choice being "1").
Choose no more than three.

- | | |
|--|---|
| ____ Board of Adjustment | ____ Planning Board |
| ____ Cemetery Advisory Board | ____ Public Art Commission |
| ____ Cultural Resources Advisory Board | ____ Recreation Advisory Board |
| ____ Design Review Board | ____ Senior Center Advisory Board |
| ____ Greenways Advisory Board | ____ Technology Advisory Board |
| ____ Historic Preservation Commission | ____ Urban Forestry Board |
| ____ Human Relations Council | ____ Youth in Government Advisory Board |

As a general rule, the Wake Forest Board of Commissioners strives not to appoint person(s) to more than one advisory board at the same time. If you are already currently serving on an advisory board, would you be willing to resign from that advisory board to serve on a different board? Yes No

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COUNCILS

Please check if you agree:

Yes, if appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners.

Members of advisory boards and councils shall not discuss, advocate or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

If the advisory board or council member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or council should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or council establishes a conflict of interest, then the advisory board or council member shall remove themselves from the voting area.

Any advisory board or council member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or council member should excuse himself/herself from voting. The advisory board or council member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/council, it is recommended that you attend a meeting of the advisory board/council in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/council. If you have attended a meeting of an advisory board/council, please indicate the date:

Date of Attendance _____

Submission Requirements

Along with a résumé and this completed application, please attach a separate statement (no more than 100 words) outlining why you wish to serve on the board(s) or council you indicated. Please list any experience and/or other factors supporting your candidacy.

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Applicant's Signature _____ Date _____

Submit your application 

BY MAIL:

Town Clerk's Office
301 S. Brooks St.
Wake Forest, NC 27587

BY FAX:

919-435-9419

BY EMAIL:

dharris@wakeforestnc.gov

How did you learn about the town's advisory board openings?

Town website E-News Newspaper Our Town Newsletter WFTV-10 _____