



TOWN of  
WAKE FOREST

ADVISORY BOARD APPLICATION FORM

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business/Other Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_

Length of residence in Wake County \_\_\_\_\_

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

**Advisory Boards or Council**

*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

\_\_\_\_\_ Recreation Advisory Board

\_\_\_\_\_ Greenway Advisory Board

\_\_\_\_\_ Senior Center Advisory Board

\_\_\_\_\_ Human Relations Council

\_\_\_\_\_ Urban Forestry Advisory Board

\_\_\_\_\_ Historic Preservation Commission

\_\_\_\_\_ Other (Please specify if you have served on any advisory board/council)

As a general rule, the Board of Commissioners endeavors 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 advisory board? Yes  No

**Ethics Guidelines for Town Advisory Boards and Council**  
*(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 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

**\*\*\*PLEASE NOTE\*\*\***

**Along with a resume, 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 *(Required)*

\_\_\_\_\_ Date

**Please return form to:** Town Clerk's Office  
301 S. Brooks St.  
Wake Forest, NC 27587  
or fax to (919) 435-9419

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

- \_\_\_\_\_ Town of Wake Forest website      \_\_\_\_\_ E-News      \_\_\_\_\_ Newspaper  
\_\_\_\_\_ *Our Town* newsletter      \_\_\_\_\_ Community Channel 10      \_\_\_\_\_ Other \_\_\_\_\_