

## **Far West Side Area Commission Appointed Candidate Instructions and Checklist**

### **Instructions:**

1. Complete the **Appointed Candidate Profile** form and statement expressing why you would like to serve on the Area Commission.
2. Obtain **two signed letters of reference/recommendation** from individuals who can speak to your character, as well as your relevant civic/volunteer/work experience.
3. Submit a signed copy of the **Statement of Expectations, Understanding and Agreement** form.
4. **Email** entire packet (items 1-3) to [farwestsidecbus.elections@gmail.com](mailto:farwestsidecbus.elections@gmail.com)

**Far West Side Area Commission (FWSAC)**  
**Appointed Candidate Profile**

Each person who wants to be considered for an appointed FWSAC Commissioner position must complete this form in its entirety. **You may attach additional pages to your response.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Residence Address: \_\_\_\_\_ ☐ Rent ☐ Own

City or Township: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Neighborhood/Subdivision: \_\_\_\_\_

Are you applying to be re-appointed to the FWSAC? ☐ Yes ☐ No

Type of appointment? Please check the applicable box to the left.

- ☐ Seat Vacancy
- ☐ Township Resident
- ☐ Employed by or own business in FWSAC boundaries\*
- ☐ Public schools\*
- ☐ Religious or other organization\*

What is your profession? \_\_\_\_\_

What is the focus of your employment? \_\_\_\_\_

\_\_\_\_\_  
\*If you are employed by or own a business, work for the schools, or volunteer in the FWSAC area, please provide the business or organization name and street address below.

What relevant experience would you bring to the FWSAC as a Commissioner?

Please provide a bio and why you want to serve on the FWSAC. You may attach additional sheets.

## **Far West Side Area Commission Statement of Expectations, Understanding and Agreement**

This Statement of Expectations, Understanding and Agreement must be signed by each potential candidate/applicant for a position as an **Appointed Commissioner** on the Far West Side Area Commission.

### **Expectations**

1. All Appointed Commissioners are required to meet one of the conditions as outlined in Article IV, Section 2c. or Section 7 of the Far West Side Area Commission By-Laws.
2. All Appointed Commissioners will serve on the FWSAC without compensation. (Article IV, Section 2b.)
3. All Appointed Commissioners are expected to comport themselves according to the by-laws.
4. No Appointed Commissioner shall represent the Commission in its official actions before any other public body or official, except as specifically authorized in writing by the Commission. (Article IV, Section 4)
5. All Appointed Commissioners are expected to attend the monthly meetings. During the meetings, Appointed Commissioners are to participate in the discussion and decision-making process. This includes making recommendations to the City of Columbus on zoning/variance/graphic issues in applications submitted to the FWSAC for review and comment. This will require you to review material, be familiar with the Columbus City Code, and be prepared to ask questions.
6. All Appointed Commissioners are required to attend one commission-related training opportunity per term (ideally, one per year). (Article IV, Section 2f.)
7. All Appointed Commissioners are required to contact the Chairperson or Secretary if they will be absent from a monthly meeting. (Article IV, Section 6)
8. All Appointed Commissioners shall have the same responsibilities and duties as elected commissions as outlined in the Far West Side Area Commission By-Laws.

### **Understanding and Agreement**

I hereby state that I have completely read and fully understand the duties and responsibilities of a member of the Far West Side Area Commission, as described in the bylaws of said Commission.

I further agree to comply with all Articles and bylaws, with the special attention to **Article IV, Section 6**. I understand that my failure to attend the required number of meetings may result in my disqualification for continued membership on this Commission.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date