



152 W. Cedar Street, Sequim, WA 98382  
 PH (360) 683-4139 FAX (360) 681-3448

## BOARD AND COMMISSION APPLICATION FORM

APPLICANT INFORMATION		
<b>FIRST NAME</b>	<b>LAST NAME</b>	
<b>STREET ADDRESS</b>	<b>CITY/STATE</b>	<b>ZIP CODE</b>
<b>MAILING ADDRESS</b> <small>(IF DIFFERENT FROM STREET ADDRESS)</small>	<b>CITY/STATE</b>	<b>ZIP CODE</b>
<b>HOME PHONE</b>	<b>OTHER PHONE</b>	
<b>EMAIL ADDRESS</b>	<b>EMPLOYER</b>	

Applicant wishes to be of service to our community and requests consideration for appointment to the following board(s) or commission(s):

- |  |  |
|--|--|
| <input type="checkbox"/> City Arts Advisory Commission (CAAC)<br><input type="checkbox"/> Civil Service Commission*<br><input type="checkbox"/> Lodging Tax Advisory Committee (LTAC)* | <input type="checkbox"/> Parks, Arbor, and Recreation Board (PARB)<br><input type="checkbox"/> Planning Commission<br><input type="checkbox"/> Council Salary Commission*<br><input type="checkbox"/> Other: _____ |
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*Appointment to organizations marked with \* involve special considerations.*

Do you reside within the *city limits* of Sequim?  Yes  No

If Yes, how long have you lived within the city limits of Sequim (continuously to present)? \_\_\_\_\_

Do you live within the boundary of the Sequim School District?  Yes  No

Are you a registered voter who resides within the *city limits* of Sequim?  Yes  No

Are you age 18 or over?  Yes  No

Are you serving, or have you ever served, on any citizen advisory board, commission, committee, or task force?

Yes    No

If Yes, please list organizations and dates of service:

What special skills, knowledge, or experience can you contribute to the organization you are applying for?

How much time are you able to devote to the duties of the organization you are applying for? Describe other limitations on your potential availability for meetings and activities, including requests for reasonable accommodation:

Please list three personal references who reside in our community (Sequim School District area) and are not related to you:

**IMPORTANT NOTICE:**

The City may conduct a background check on board and commission applicants. By completing and signing this form you are consenting to the City performing a background check in accordance with State law to determine your suitability as a volunteer.

**\*APPLICANTS FOR LODGING TAX ADVISORY COMMITTEE (1 YEAR TERMS)**

The Lodging Tax Advisory Committee performs the functions and duties described in RCW 67.28.1817 and SMC Chapter 2.68, helping the City administer the use of funds from the 2% special excise tax for lodging authorized by RCW 67.28.180. To qualify for voting membership on this committee an applicant must be able to answer “Yes” to *one* of the two questions below and “No” to the other:

<p>Do you collect lodging tax?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>Do you work for a business or agency involved in tourism activities or promotion that is eligible to receive Lodging Tax Funds?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <ul style="list-style-type: none"><li>• “Tourism” is defined as economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.</li><li>• “Tourism promotion” is defined as activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events and festivals designed to attract tourists.</li></ul>
<p>Name of entity collecting the tax:</p>	<p>Name of entity eligible to receive lodging tax monies:</p>

**\*APPLICANTS FOR CIVIL SERVICE COMMISSION (6 YEAR TERMS)**

The Civil Service Commission is governed by RCW 41.12.030 and SMC Chapter 2.40 and exercises various powers and duties in connection with the selection, appointment, and employment of the City’s law enforcement personnel. Applicants for membership on the Civil Service Commission must be able to answer “Yes” to *all* of the following questions:

<p>Are you a citizen of the United States? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Are you registered to vote in Clallam County? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Have you continuously resided within the city limits of Sequim for 3 years or longer? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
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**\*APPLICANTS FOR COUNCIL SALARY COMMISSION (2 YEAR TERMS)**

The Council Salary Commission is governed by SMC 2.48 and is authorized to periodically review and set the compensation schedules for the City's elected officials. Salary Commission members are appointed by majority vote of the City Council. Applicants must answer the following questions:

1. Have you continuously resided within the city limits of Sequim for 6 months or longer?  Yes  No
2. Do you expect to continuously reside within the city limits of Sequim for the 2-year duration of a Salary Commission term?  Yes  No (Moving will result in removal from this commission.)
3. Are you related by blood or marriage to any officer, official, or employee of the City of Sequim?  
 Yes  No (Immediate family members are prohibited from serving on this commission.)
4. Are you a member of any other City committee, board, or commission?  Yes  No  
(Serving on other committees will usually result in ineligibility for service on this commission.)

**APPLICANTS FOR ALL OTHER BOARDS AND COMMISSIONS**

Boards and Commissions not separately described above will usually have fewer qualification requirements. If you have answered all the questions on pages 1 and 2, the City should have enough to review your eligibility for our other boards and commissions. However, it also helps to have the information requested below.

OPTIONAL. Please describe your demonstrated interest in, and knowledge and support of, the subject matter of the board or commission you are applying for:

The Open Government Training Act requires many public officials to receive training regarding public records and open public meetings. Appointment to some City boards or commissions may require that you receive this training and provide a Certificate of Attendance. <http://www.atg.wa.gov/open-government-training>.

Signed under penalty of perjury under the laws of the State of Washington on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at [city/state where signed] \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Applicant*

Information about Boards and Commission can be found at: <https://www.sequimwa.gov/214/Boards-Commissions-Committees>. Return forms to [clerk@sequimwa.gov](mailto:clerk@sequimwa.gov). Please direct phone questions to (360) 683-4908.

To return by mail, please send to: City of Sequim, Attention: City Clerk, 152 W. Cedar, Sequim, WA 98382