*A separate application is required for each board or commission you wish to join. Resumes are encouraged and may be attached to your **completed** application.*

Name of Board or Commission for which you are applying:	
Name:	
Home Address:	**Work Address:**
Home Phone:	**Work Phone:**
Cell Phone:	**Email:**
Please note your preferred method(s) to be contacted: ☐Home Phone ☐Work Phone ☐Cell Phone ☐Email	
Residency is required for most boards and commissions. ☐I am a resident. If so, for how many years? _____	

Describe any experiences that led to your desire to serve the community.

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.

Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description

Education: List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study

Supplemental Information: Supplemental Information may be available for certain positions. Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not believe you have the experience or professional background to fill the position, the community desires you to still apply. The community needs citizens with diverse backgrounds on its boards and commissions.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the City Manager at 269-673-5511, if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

_____ _____

Applicant's Signature **Date**

Return completed forms to:

Robert Hillard, City Manager
City of Allegan
112 Locust Street
Allegan MI 49010
(269) 673-5511
rhillard@cityofallegan.org

The City of Allegan is an Equal Opportunity Provider and Employer

CITY OF ALLEGAN
ETHICS POLICY

1. Purpose. The purpose of this Policy is to ensure that Allegan city leaders advance common interests rather than their own interests. This Policy does not comprehensively define ethical behavior, but instead establishes minimal ethical standards.

2. Applicability. This Policy applies to members of the City Council and to members of boards, commissions and other bodies appointed by the Mayor or City Council.

3. Definitions. The following definitions shall apply to terms used in this Policy:

A. *Confidential information* means information in whatever form obtained by an official during the course of his or her service to the City that is not available to or may be exempted from disclosure to members of the general public under the Michigan Freedom of Information Act, 1976 PA 442, as amended MCL 15.231 *et seq.* (the "FOIA") or another applicable law, rule, regulation, or court order.

B. *Conflict of interest* means one or more of the following:

i. A decision to be made by the City body on which the official serves that could result in private gain for the official, a member of the official's household, or a member of the official's immediate family residing outside the official's household.

ii. A decision to be made by the City body on which the official serves could result in private gain for (a) client of an attorney, accountant, or other professional, unless the client is only a lender on a project, (b) an entity for which the official serves as an officer, director or, for a limited liability company or partnership, as a member, or (c) unless the interest is held so that the official does not directly control the number of shares, portion of the ownership interest, or its value, an entity in which the official either owns more than 10% of the total stock or has an interest totaling $50,000 or more in value.

C. *Official* means a person to who this policy applies, as stated in paragraph 2.

D. *Private gain* means any direct financial benefit that is different than any financial benefit members of the general public or a significant group of the general public would gain in similar circumstances.

4. Confidential Information. An official shall not disclose to anyone any confidential information before it is authorized for release to the general public or use confidential information for private gain.

5. Representation. An official shall not represent his or her personal views as those of the City or the body on which the official services.

6. City Resources. Except to the extent they would be available to others in similar circumstances, an official shall not use or attempt to use City personnel resources, property, funds, or information for private gain.

7. Gifts. An official shall not solicit or accept a gift or a loan of money, goods, services, or other thing of value which tends to influence the manner in which the official performs his or her duties.

8. Avoiding Private Gain.

   A. An official shall not vote, act upon, participate in any discussion or engage in any communications regarding any matter from which he or she knowingly may realize any private gain or regarding which he or she has a conflict of interest. Instead, the official shall disclose the conflict prior to discussion on the matter and shall leave the area where discussion is to occur.

   B. An official shall not represent any individual or entity before a body on which he or she serves. A City Council shall not represent any individual or entity before anybody subject to this policy. However this does not limit any official's ability to appeal property tax valuations or address zoning or construction matters involving his or her residence or business of which he or she is the sole proprietor.

9. Voluntary Abstention. An official may request to abstain from participating in matter if he or she believes that, due to a close family or friendship relationship, it would be difficult to objectively participate. The remainder of the body, by a majority vote, may excuse the official's participation

10. Enforcement. An official may seek the advice of the City Manager and, with the City Manager's consent, the City attorney, regarding any potential situation addressed by this Policy. The City Council may, by majority vote, censure an official for violation of this Policy.