

710 NW Wall St.
P.O. Box 431
Bend, OR 97709
(541) 388-5505
Fax: (541) 385-6676

CITY OF BEND ADVISORY COMMITTEE APPLICATION



1. Position applied for _____ Committee _____
Date available _____

2. Name: _____
(Last) (First) (Middle) (I go by ..)
Address: _____
Street, P.O. Box City State Zip Code

3. Telephone No. _____ Cell: _____ E-mail address: _____

4. Do you reside within the city limits of Bend? _____

5. Statement indicating reason you would like to serve on this voluntary Board, Committee or Commission:

6. Special skills, interest, hobbies that you believe would bring special value to your ability to serve on this committee:

7. Current occupation:

8. Other volunteer, committee, board, commission experience.
From _____ (Mo/Yr) Organization _____
To _____ (Mo/Yr) Address _____
Type of organization _____ Telephone No. _____
Role: _____
Describe activities and achievements: _____

If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? ___Yes ___No

From _____ (Mo/Yr) Organization _____

To _____ (Mo/Yr) Address _____

Type of organization _____ Telephone No. _____

Role: _____

Describe activities and achievements: _____

If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes No

From _____ (Mo/Yr) Organization _____

To _____ (Mo/Yr) Address _____

Type of organization _____ Telephone No. _____

Role: _____

Describe activities and achievements: _____

If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes No

From _____ (Mo/Yr) Organization _____

To _____ (Mo/Yr) Address _____

Type of organization _____ Telephone No. _____

Role: _____

Describe activities and achievements: _____

If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes No

From _____ (Mo/Yr) Organization _____

To _____ (Mo/Yr) Address _____

Type of organization _____ Telephone No. _____

Role: _____

Describe activities and achievements: _____

If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? ___Yes ___No

9. How did you hear about this position?

10. Do you have any neighbors, friends or relatives presently working for the City of Bend?

If yes, please list.:

References: _____

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any advisory committee, board or commission I may be appointed to. I also understand that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the Mayor and Council to any committee. All information/documentation related to service on this committee is subject to public records disclosure.

Date: _____ Signature: _____

**This document will be made available in an alternate format upon request. Please contact us at 388-5505
541-388-5505**

City of Bend
Disclosure of Conflicts of Interest
by City Committee Members

Section 1. **Purpose:**

The purpose of this policy is to require disclosure of actual or potential conflicts of interest by persons appointed by the City Council to committees.

Section 2. **Conflict of Interest Disclosure:** 1

- 2.1** Any person appointed by the City Council to a City committee, or as a City representative on a non-City committee, shall disclose any actual or potential conflict of interest prior to participating in any way as a member of the City committee upon any matter which gives rise to the actual or potential conflict of interest.
- 2.2** For purposes of interpreting this disclosure requirement the definitions contained in state law relating to government standards and practices currently ORS 244.020 shall be used.
- 2.3** Any disclosure required by this policy shall be made prior to participating as a committee member in any discussion or debate on the issue out of which the actual or potential conflict of interest arises.
- 2.4** Any failure to comply with this policy by City committee members shall be brought to the attention of the City Council for appropriate action (which may include dismissal from the City committee)

1 A conflict of interest relates to taking official action that may result in a financial benefit or detriment to the public official, the public official's relative, or a business with which the public official or his/her relative is associated.

**City of Bend
Advisory Committee Policy**

Section 1.

Purpose: The purpose of this policy is to state the manner in which the appointment of representatives to City Council commissions, committees, boards and other advisory groups shall occur.

Section 2.

Statement: The City of Bend chooses to promote the opportunity for diverse representation on all advisory groups. In order to achieve this goal It shall be the policy of the City of Bend to make appointments to commissions, committees, boards, and other advisory groups in the following manner

- 2.1 Citizen commissions, committees, boards and other groups advising the City that make decisions, create policy, or interpret policy shall be composed of Bend residents These committees include the Bend Development Board, City of Bend Budget Committee, Bend Planning Commission and the Historic Landmarks Commission.
- 2.2 Residents of Bend shall be preferred for membership on other citizen commissions, committees, boards and other groups advising the City unless it is in the best interest of the City to have residents of Deschutes County, not residing in the City of Bend, appointed.
 - 2.2.1 These appointments shall be restricted to residents who have an unusual set of skills, experiences or affiliations that enhance the work of the commission, committee, board or other group advising the City.
 - 2.2.2 All appointees residing outside the City shall be identified at the time of their appointment.
- 2.3 All openings on any commission, committee, board, or other group advising the City, shall be advertised to promote broad response and interest in the positions.
- 2.4 Prospective appointees to commission, committees, boards, or other groups advising the City shall undergo an interview process. Appointments shall be made in conformance with the City Charter in which the Mayor makes the appointments with the advise and consent of the Council.
- 2.5 No person shall be reappointed to a commission, committee, board, or other group advising the City if that person has served for two full terms of service or six years, whichever is greater, on that commission, board or other group advising the City.
- 2.6 This policy does not apply to elected City Councilors, who may serve on any commission, committee or board as long as they are serving on the Bend City Council.
- 2.7 This policy shall not apply to terms of service on the Bend Urban Area Planning Commission. Such terms are limited by Bend Ordinance No. NS 1300, as amended