



# APPLICATION FOR APPOINTMENT AS City Council Ward 2 Council Member

## >> INFORMATION REGARDING THE APPLICATION FOR APPOINTMENT AS THE CITY COUNCIL WARD 2 COUNCIL MEMBER

Thank you for your interest in serving the community as a member of the Columbia City Council.

To be considered, your application must be completed and received by the City Clerk at Columbia City Hall, 701 E. Broadway, Columbia, MO 65201 **no later than 5:00 p.m. on Monday, November 13, 2023**. Applications received after 5:00 p.m. will not be accepted and mailing post-marked applications will also not be accepted. The City Council will review applications and select a new Council Member at a future date.

### **Please submit the completed application packet to:**

**Sheela Amin, City Clerk  
City of Columbia  
701 E. Broadway  
Columbia, MO 65201**

**Sheela.Amin@CoMo.gov**

### **For further information, please contact:**

**Sheela Amin, City Clerk at 573.874.7207 or Sheela.Amin@CoMo.gov**

### **Please note:**

Once the application packet for appointment is filed with the City, it is a public record available to anyone that requests it, and it could be posted on the City of Columbia's website.

## >>COUNCIL MEMBER ELIGIBILITY, REQUIREMENTS AND PUBLIC DISCLOSURE

Per Article II Section 6 of the City Charter, to be eligible to be appointed to the Columbia City Council as the Ward 2 Council Member, you must be a qualified and registered voter of the city and a resident and qualified voter of Ward 2. In addition, you cannot hold any other lucrative public office nor any lucrative position in the city government during your term as a Council Member.

If appointed to the vacant position by a majority vote of the City Council, you will hold office until a successor is duly elected and qualified following the April 2024 Municipal Election.

If appointed, you will be required by State and local law to file a financial disclosure statement with the Missouri Ethics Commission.

## >>CITY COUNCIL DUTIES AND COMPENSATION

The Columbia City Council is the legislative authority of the City of Columbia. The City operates under a Council-Manager form of government, and the seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and appointing citizens to its advisory boards and commissions.

The duties of a City Council Member will likely involve an average minimum of 18-20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council Member duties include, but are not limited to:

- Attendance at pre-council and regular city council meetings, which are held on the first and third Monday's of each month. Meetings generally begin at 5:00 p.m. and can run late into the evening. From time to time, special city council meetings can be called to handle city business. In addition, there are city council work sessions and retreats at times.
- Council Members may, at their discretion, travel and attend training, education, and/or participate in other organizations at the local, regional, state, and national level. Travel, education, and training expenses for those activities can be reimbursed in accordance with applicable City policies and are subject to the budgetary limit set for each Council Member and the City Council as a whole.
- The Council Member stipend as of October 1, 2023 is \$522.58 per month.



# APPLICATION FOR APPOINTMENT AS City Council Ward 2 Council Member

The information provided will be used by the City Council in considering your appointment. Please complete each section, if applicable. Please attach additional materials (resume, letters of reference) that you would like considered as part of your application.

## >>APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

How long have you been a continuous resident of the City of Columbia and of Ward 2?

If less than three years, please list all addresses within the last three years:

Are you registered to vote in the City of Columbia? \_\_\_\_\_

Do you meet all of the qualifications to hold elective office as defined in the Columbia City Charter Article II Section 6? \_\_\_\_\_

## >>EDUCATIONAL HISTORY

High School: \_\_\_\_\_ Diploma Earned: \_\_\_\_\_

City/State: \_\_\_\_\_

College/University: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

City/State: \_\_\_\_\_

Any other training or education that you believe is relevant?

## >>EMPLOYMENT HISTORY

Current or Last Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## >>ORGANIZATIONS AND CIVIC EXPERIENCE

List any community, civic, trade or professional organization in which you have been active.

Organization/Project: \_\_\_\_\_ City/State: \_\_\_\_\_ To/From: \_\_\_\_\_

Organization/Project: \_\_\_\_\_ City/State: \_\_\_\_\_ To/From: \_\_\_\_\_

Organization/Project: \_\_\_\_\_ City/State: \_\_\_\_\_ To/From: \_\_\_\_\_

Have you ever been elected or appointed to any public office, board or commission in Missouri? If so, please list.

Title/Position: \_\_\_\_\_ Office/Board/Commission: \_\_\_\_\_

Election/Appt. Date: \_\_\_\_\_ Term Length: \_\_\_\_\_

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Election/Appt. Date: \_\_\_\_\_ Term Length: \_\_\_\_\_

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Election/Appt. Date: \_\_\_\_\_ Term Length: \_\_\_\_\_

## >>SUPPLEMENTAL QUESTIONS

**Please use an additional page to answer the following. Limit answers to 200 words each.**

- 1.) Why are you interested in serving on the City Council?
- 2.) Generally speaking, what do you see as the City Council's role?
- 3.) How does your specific experience make you qualified to serve as a City Council member?
- 4.) Describe your civic involvement in the Columbia community.
- 5.) Do you have the availability to attend all City Council meetings, meet with constituents, spend the time to become informed for meetings, and engage in outreach to the community?
- 6.) What do you see as the current topics before the City Council to be decided in the next 6 months?
- 7.) Is there anything else that you wish to add that would help us get to know you better?

## >>REFERENCES

The following individuals are qualified to comment on my capabilities. At least one reference must be from Ward 2.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## >>UNDERSTANDING OF APPLICATION

**NOTE:** *By submitting this application, you affirm that the information contained in it is true and accurate to the best of your knowledge and that you are the person named. In addition, you acknowledge that upon receipt, this form is a public record and its contents will be provided to anyone requesting a copy and that this information could be made available to the public via the internet.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this completed application to the City Clerk at Columbia City Hall, 701 E. Broadway, Columbia, MO 65201, no later than 5:00 p.m., Monday, November 13, 2023. Applications received after 5:00 p.m. on November 13, 2023 will not be accepted, and mailing post-marked applications will not be accepted.**

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