



**CITY SECRETARY'S OFFICE**  
CITY OF NEWARK

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220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7067 · [www.newarkde.gov](http://www.newarkde.gov)

Updated 7/8/21

Boards and Commissions Application

Thank you for your interest in the boards and commissions of the City of Newark!

Name:

Address:

Phone Number (home):

Phone Number (cell):

E-mail Address:

Council District:

Length of Time as a City of Newark Resident:

Board/Commission on which you are interested in serving:

Provide any special knowledge, education, experience, qualities or talents that qualifies you to serve on the boards and/or commissions listed.

Explain why you are seeking appointment to this committee.

Which of your personal or professional skills do you feel will enhance this committee?

Please describe a time you worked as part of a committee or team that demonstrates your ability to work effectively in a group.

How much time on a monthly basis are you able to devote to the board/commission if selected? Please refer to the attached list for the average amount of time each board/commission requires.

Do you, your spouse or any immediate family members have any potential conflicts of interest (personal or financial) that could require you to recuse yourself from votes of the board/commission for which you are applying?

Do you have a personal or business relationship with any members of City Council, members of any City board or commission, or employee of the City of Newark? If so, please list them.

Have you ever been registered or served as a lobbyist (paid or unpaid) with the state of Delaware or any government organization? If so, please list the organizations you represented.

Please list three references that are not related to you and would be able to speak to your ability to serve on this board/commission.

Please attach a resume or bio that includes the following: employment history, educational history, professional licenses/certifications, organizational/society memberships, community/volunteer experience and previous experience serving on committees.

\_\_\_\_\_ Please initial to certify that you are in good financial standing with the City of Newark, which includes being current on all taxes, utilities and other obligations owed to the City.

\_\_\_\_\_ Please initial to acknowledge that applications are public documents and are subject to disclosure under the Freedom of Information Act of the State of Delaware if requested.

I certify that the information submitted in this application is true to the best of my knowledge and recognize that if any of the information included in this application is false, my application may be disqualified from consideration. If any information in this application changes during the consideration process or during my term if appointed, I agree to submit the updated information to the City Secretary's office to be appended to my application as soon as possible.

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

\_\_\_\_\_  
Date

Thank you for volunteering for the City of Newark!

## Average Monthly Time Commitment for the City of Newark Boards and Commissions

- Board of Adjustment
  - Meets on the third Thursday of each month when appeals are filed. Averages six to eight meetings per year. Length of meeting dependent on number of appeals considered plus the time to review applications independently.
- Board of Building, Fire, Property Maintenance and Sidewalk Appeals
  - Only meets when appeals are filed. Averages one meeting or less per year.
- Community Development/Revenue Sharing Advisory Committee
  - Meets from June through October each year. Averages four to five meetings plus a public hearing. Meetings are approximately two hours each plus the outside time to review proposals independently.
- Conservation Advisory Commission
  - Meets on the second Tuesday of each month. Meetings are approximately two to two and a half hours.
- Diversity and Inclusion Commission
  - Will meet monthly for approximately two hours. Meeting schedule to be determined.
- Election Board
  - Meets annually in January. Additional volunteer time required for election preparation from January through the election on the second Tuesday in April, including certifying candidate petitions, Election Day preparation, meetings for voting machine operation training, certification of voting machines and election worker training. Additional meetings may be required for special referendum elections.
- Board of Ethics
  - Only meets when complaints are filed. Averages one meeting or less per year.
- Newark Housing Authority
  - Meets on the second Wednesday of each month.
- Planning Commission
  - Meets on the first Tuesday of each month. Length of meeting dependent on number of appeals being considered plus the outside time to review applications independently.
- Reapportionment Committee
  - Will meet bi-weekly until revised districts are approved through 2021. Meeting schedule to be determined.