

# CITY OF FORT SMITH

## Application for Boards /Committees / Commissions

*Note: As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.*

Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_  
*(If retired, please indicate former occupation or profession)*

Education: \_\_\_\_\_  
Professional and/or Community Activities: \_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_  
\_\_\_\_\_

Do you reside within the corporate boundaries of the city of Fort Smith? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a registered voter in the city of Fort Smith? Yes \_\_\_\_\_ No \_\_\_\_\_

*Note: Copy of voter registration card must be attached to this application.*

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_ *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

Drivers License: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*(This information will be used to conduct a criminal background check of all applicants).*

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- |   |   |
|---|---|
| <input type="checkbox"/> Advertising & Promotion Commission                               | <input type="checkbox"/> Historic District Commission                           |
| <input type="checkbox"/> Airport Commission   | <input type="checkbox"/> Housing Assistance Board                               |
| <input type="checkbox"/> Animal Services Advisory Board                                   | <input type="checkbox"/> Library Board of Trustees                              |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board                      | <input type="checkbox"/> Mechanical Board of Adjustments and Appeals            |
| <input type="checkbox"/> Audit Advisory Committee   | <input type="checkbox"/> Parks & Recreation Commission                          |
| <input type="checkbox"/> Building Board of Adjustment and Appeals                         | <input type="checkbox"/> Planning Commission                                    |
| <input type="checkbox"/> Central Business Improvement District                            | <input type="checkbox"/> Plumbing Advisory Board                                |
| <input type="checkbox"/> Civil Service Commission <i>(3 year residency required)</i>      | <input type="checkbox"/> Port Authority   |
| <input type="checkbox"/> Community Development Advisory Committee                         | <input type="checkbox"/> Property Owners Appeals Board                          |
| <input type="checkbox"/> County Equalization Board  | <input type="checkbox"/> Public Facilities Board Advisory Committee             |
| <input type="checkbox"/> Electric Code Board of Appeal                                    | <input type="checkbox"/> Recycling Advisory Committee                           |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments                         | <input type="checkbox"/> Sales Tax Review Committee                             |
| <input type="checkbox"/> Fort Smith Municipal Employees Benevolent Fund Board of Advisors | <input type="checkbox"/> Sebastian County Regional Solid Waste Management Board |
| <input type="checkbox"/> Future Fort Smith Committee                                      | <input type="checkbox"/> Transit Advisory Commission                            |
|   | <input type="checkbox"/> Water Advisory Committee                               |

**Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902  
junderwood@fortsmithar.gov**

# ACKNOWLEDGMENT

In the event I am appointed to a City of Fort Smith board, commission, or committee, submission of this application hereby conveys my agreement to comply with all requirements associated with the subject board, commission, or committee governed by either the City of Fort Smith and/or State of Arkansas. (Municipal and State references are provided on the attached Exhibit A. Regarding references to resolutions and/or ordinances, such are available in the City Clerk's Office, 623 Garrison Avenue, Room 303.)

I further agree to comply with all requirements of Robert's Rules of Order, and specifically noted sections of the State of Arkansas Code Annotated and Fort Smith Municipal Code provided below:

## **Robert's Rules of Order**

*The above is available online at <http://robertsrules.com>. A hardcopy is also available for viewing in the City Clerk's Office, 623 Garrison Avenue, Room 303.*

## **State of Arkansas Code Annotated (A.C.A.)**

1. Title 14 Local Government  
Subtitle 3 Municipal Government  
Chapter 42 Government of Municipalities Generally  
Subchapter 1 General Provisions  
Section 14-42-106 Oath and bond required \*  
*\*Requires appointees to take an Oath of Office within 10 days of being notified of said appointment. Failure to accomplish could result in the appointed position being declared vacant.*
2. Title 25 State Government  
Chapter 19 Freedom of Information Act of 1967

*The above are available via a link on the City of Fort Smith website, i.e. [www.fortsmithar.gov](http://www.fortsmithar.gov) / Government / City Clerk / State of Arkansas Code. A hardcopy is also available for viewing in the City Clerk's Office, 623 Garrison Avenue, Room 303.*

## **Fort Smith Municipal Code**

1. Chapter 2 - Administration  
Article VI - Boards, Commissions, Etc.  
Section 2-232 - Appointment and removal of members of appointed boards, commissions or committees
2. Appendix B - Code of Business Conduct

*The above are available on the City of Fort Smith website, i.e. [www.fortsmithar.gov](http://www.fortsmithar.gov) / Government / Code of Ordinances. A hardcopy is also available for viewing in the City Clerk's Office, 623 Garrison Avenue, Room 303.*

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Signature

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[junderwood@fortsmithar.gov](mailto:junderwood@fortsmithar.gov)**

# EXHIBIT A

## **Advertising & Promotion Commission**

*Fort Smith Municipal Code, Chapter 13-Licenses, Taxation and Miscellaneous Business Regulation, Article V-Hotel Tax, Division 1-Generally, Section 13-123-Commission established*

*State of Arkansas Code Annotated, Title 26-Taxation, Subtitle 6-Local Taxes, Chapter 75-Municipal Sales and Use Taxes, Subchapter 6-Advertising and Promotion Commission Act*

## **Airport Commission**

*Fort Smith Municipal Code, Chapter 5-Aviation, Article II-Municipal Airport*

*State of Arkansas Code Annotated, Title 14-Local Government, Subtitle 22-Airport Facilities Generally, Chapter 359-Municipal Airport Commissions*

## **Animal Services Advisory Board**

*Fort Smith Municipal Code, Chapter 4-Animals, Article I-General, Division 2-Animal Services Advisory Board*

## **Arkansas Fair & Exhibition Facilities Board**

*State of Arkansas Code Annotated, Title 14-Local Government, Subtitle 8-Public Facilities Generally, Chapter 137-Public Facilities Boards*

## **Audit Advisory Committee**

*Fort Smith Municipal Code, Chapter 2-Administration, Article VI-Boards, Commissions, Etc., Division 4-Audit Advisory Committee*

## **Building Board of Adjustments and Appeals**

*Fort Smith Municipal Code, Chapter 6-Buildings and Building Regulations, Article II-Building Code (adoption of Arkansas Fire Prevention Code, Volume II)*

## **Central Business Improvement District**

*State of Arkansas Code Annotated, Title 14-Local Government, Subtitle 11-Economic Development Improvement Districts, Facilities, and Authorities, Chapter 184-Central Business Improvements Districts*

## **Civil Service Commission**

*State of Arkansas Code Annotated, Title 14-Local Government, Subtitle 3-Municipal Government, Chapter 51-Civil Service for Police and Fire Departments*

## **Community Development Advisory Committee**

*City of Fort Smith Resolution No. 1914, which established the Community Development Advisory Committee*

## **Future Fort Smith Committee**

*City of Fort Smith Resolution No. R-26-15, which established the Comprehensive Plan Implementation Committee & Resolution No. R-25-17, which renamed the aforementioned to the Future Fort Smith Committee*

## **County Equalization Board**

*State of Arkansas Code Annotated, Title 26-Taxation, Subtitle*

*3-Administraton of Local Taxes, Chapter 27-Equalization of Assessments, Subchapter 3-County Equalization Boards*

## **Electric Code Board of Appeal**

*Fort Smith Municipal Code, Chapter 6-Buildings and Building Regulations, Article III-Electrical Code, Division 2.-Administration and Enforcement, Subdivision III.-Board of Appeals*

## **Fire Code Board of Appeals and Adjustments**

*Fort Smith Municipal Code, Chapter 10-Fire Protection and Prevention, Article II-Fire Prevention Code*

## **Fort Smith Municipal Employees Benevolent Fund Board of Advisors**

*City of Fort Smith Resolution No. R-226-91, which established the Fort Smith Employees Benevolent Fund*

## **Historic District Commission**

*Fort Smith Municipal Code, Chapter 19-Planning and Development, Article III-Historic Preservation*

*State of Arkansas Code Annotated, Title 14-Local Government, Subtitle 10-Economic Development and Tourism Generally, Chapter 172-Historic Districts*

## **Housing Assistance Board**

*Fort Smith Municipal Code, Chapter 6-Building and Building Regulations, Article VII.-Housing Repair and Rehabilitation Assistance Program*

## **Library Board of Trustees**

*State of Arkansas Code Annotated, Title 13-Libraries, Archives, and Cultural Resources, Chapter 2-Libraries, Subchapter 5-Municipal Libraries and Reading Rooms*

## **Mechanical Board of Adjustment and Appeals**

*Fort Smith Municipal Code, Chapter 6-Buildings and Building Regulations, Article VIII-Mechanical Code, Division 2-Mechanical Board of Adjustment and Appeals*

## **Parks & Recreation Commission**

*Fort Smith Municipal Code, Chapter 18-Parks, Recreation, Etc., Article II.-Parks and Recreation Commission*

*State of Arkansas Code Annotated, Title 14-Local Government, Subtitle 16-Public Health and Welfare Generally, Chapter 269-Parks and Recreation Facilities, Subchapter 2-Operation and Management of Parks*

## **Planning Commission**

*Fort Smith Municipal Code, Chapter 19-Planning and Development, Article II-Planning Commission*

*State of Arkansas Code Annotated, Title 14-Local Government, Subtitle 3-Municipal Government, Chapter 56-Municipal Building and Zoning Regulations-Planning, Subchapter 4-Municipal Planning*

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[junderwood@fortsmithar.gov](mailto:junderwood@fortsmithar.gov)**

**Plumbing Advisory Board**

*Fort Smith Municipal Code, Chapter 6-Buildings and Building Regulations, Article VI-Plumbing and Gas, Division 2-Administration and Enforcement, Subdivision II-Plumbing Advisory Board*

**Port Authority**

*Fort Smith Municipal Code, Chapter 2-Administration, Article VI-Boards, Commissions, Etc., Division 3-Port Authority*

*State of Arkansas Code Annotated, Title 14-Local Government, Subtitle 11-Economic Development Improvement Districts, Facilities, and Authorities, Chapter 186-Harbors and Port Facilities Generally, Subchapter 2-Municipal Port Authorities*

**Property Owners Appeal Board**

*Fort Smith Municipal Code, Chapter 16-Nuisances, Article I-In General, Section 16-15-Property Owners Appeal Board*

**Public Facilities Board Advisory Committee**

*City of Fort Smith Ordinance No. 16-19, which established the Public Facilities Board Advisory Committee*

**Recycling Advisory Committee**

*City of Fort Smith Ordinance No. 15-19, which established the Recycling Advisory Committee*

**Sebastian County Regional Solid Waste Management Board**

*State of Arkansas Code Annotated, Title 8-Environmental Law, Chapter 6-Disposal of Solid Wastes and Other Refuse, Subchapter 7-Regional Solid Waste Management Districts and Boards*

**Transit Advisory Commission**

*City of Fort Smith Ordinance No. 39-04, which established the Transit Advisory Commission*

**Water Advisory Committee**

*City of Fort Smith Ordinance No. 99-21, which established the Water Utilities Advisory Committee*