VOLUNTEER APPLICATION
ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS
This application is a public document

If you are an Orange County resident, at least 18 years old, and willing to volunteer your time and expertise to your community, you may complete this application online or download it and mail/fax it to the address/fax number below:

Orange County Board of Commissioners' Office
P.O. Box 8181
Hillsborough, NC 27278
Phone (919) 245-2125
Fax: (919) 644-0246 • Email: tfreeman@orangecountync.gov

If an applicant is not selected, their application will remain on file in the Clerk to the Board's office for two (2) years, and will be considered by the Commissioners when reviewing and making appointments.

Items in **bold** are required fields.

NAME: _____

HOME ADDRESS: _____
_____

CITY: _____ **Zip Code:** _____

PHONE: (Day) _____ **(Evening/late)** _____ **(Cell)** _____

EMAIL: _____

PLACE OF EMPLOYMENT: _____ **JOB TITLE:** _____

YEAR BECAME ORANGE COUNTY RESIDENT: _____

IN ORDER TO ASSURE COUNTYWIDE REPRESENTATION PLEASE INDICATE YOUR TOWNSHIP OF RESIDENCE:
☐Bingham ☐Cheeks ☐Hillsborough ☐Eno ☐Chapel Hill ☐Little River ☐Cedar Grove

WE ASK YOUR HELP IN ASSURING DIVERSITY OF MEMBERSHIP BY AGE, GENDER AND RACE, BY ANSWERING THE FOLLOWING QUESTIONS: ☐Male ☐Female

ETHNIC BACKGROUND: ☐African American ☐Caucasian ☐Hispanic ☐Native American
☐Asian American ☐Other _____:

ARE YOU AT LEAST 18 YEARS OF AGE? ☐ **YES** ☐ **NO**

PLEASE LIST YOUR CURRENT COMMUNITY ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS:
_____
_____
_____
_____
_____

I. PLEASE LIST THE BOARDS/COMMISSIONS ON WHICH YOU WOULD BE WILLING TO SERVE Please indicate your preferences by prioritizing your selection of boards (first choice being "1") and choose no more than three

A. _____

1. Please explain how your background, education and experience is relevant to this board.

_____

2. Please explain your reasons for wanting to serve on this board.

_____

3. Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed to this board? ___Yes ___ No If yes, then please explain:

_____

B. _____

1. Please explain how your background, education and experience is relevant to this board.

_____

2. Please explain your reasons for wanting to serve on this board.

_____

3. Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed to this board? ___Yes ___ No If yes, then please explain:

_____

C. _____

1. Please explain how your background, education and experience is relevant to this board.

_____

2. Please explain your reasons for wanting to serve on this board.

_____

3. Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed to this board? ___Yes ___ No If yes, then please explain:

_____

II. ADDITIONAL QUESTIONS FOR SELECTED BOARDS

Applicants to the ABC Board, Orange County Board of Adjustment, Orange County Equalization and Review Board, Orange County Planning Board and OWASA (Orange Water and Sewer Authority Board) should answer the questions for the relevant boards:

A. ABC Board Applicants:

1. Please list/explain your experience, either professionally and/or from other boards/commissions that you have in the areas of budget, personnel, and management.

   _____

2. In addition to the experience listed in question 1 above, please list the work/volunteer experience/qualifications that would add to your expertise for this board.

   _____

3. What do you see as the responsibilities of this board, and what do you hope to accomplish if appointed?

   _____

B .Orange County Board of Adjustment Applicants:

1. Please list the work/volunteer experience/qualifications that would add to your expertise for this board.

   _____

2. What unique perspective can you bring to the Orange County Board of Adjustment?

   _____

3. What do you see as the responsibilities of this board, and what do you hope to accomplish if appointed?

   _____

4. What do you consider to be the most important issues facing Orange County related to growth?

   _____

5. What role should the Board of Adjustment take in guiding and regulating growth?

   _____

6. How would you, as a member of the Orange County Board of Adjustment, contribute to the implementation of the Board of Commissioners' adopted Goals and Priorities – link below: (http://orangecountync.gov/occlerks/BOCCGoals09.pdf)

   _____

C. Orange County Equalization and Review Board Applicants:

1. Please list/explain any experience (professional/volunteer) you may have in the area(s) of real estate, tax appraisal or real estate law.

   _____
   _

2. In addition to the experience listed in question 1 above, please list the work/volunteer experience/qualifications that would add to your expertise for this board.

   _____
   _

3. What do you see as the responsibilities of this board, and what do you hope to accomplish if appointed?

   _____
   _

D. Orange County Planning Board Applicants:

1. Please list the work/volunteer experience/qualifications that would add to your expertise for this board.

   _____
   _

2. What unique perspective can you bring to the Orange County Planning Board?

   _____
   _

3. What do you see as the responsibilities of this board, and what do you hope to accomplish if appointed?

   _____
   _

4. What do you consider to be the most important issues facing Orange County related to growth?

   _____
   _

5. What role should the Planning Board take in guiding and regulating growth?

   _____
   _

6. How would you, as a member of the Planning Board, contribute to the implementation of the Board of Commissioners' adopted Goals and Priorities - link below (http://orangecountync.gov/occlerks/BOCCGoals09.pdf)

   _____
   _

E. OWASA Applicants

1. Please list/explain your experience, either professionally and/or from other boards/commissions that you have in the areas of budget, personnel, and management.

   _____
   _

2. In addition to the experience listed in question 1 above, please list the work/volunteer

experience/qualifications that would add to your expertise for this board.

_____

3. What do you see as the responsibilities of this board, and what do you hope to accomplish if appointed?

_____

4. What is OWASA's role in growth/development issues?

_____

III. QUESTIONS FOR ALL APPLICANTS

A. ARE YOU SERVING OR HAVE YOU EVER SERVED ON ANY ORANGE COUNTY ADVISORY BOARDS? IF "*YES*", PLEASE INDICATE WHICH ONE(S):

_____
_____
_____

B. Please check Yes or No:

1. I maintain a **domicile** in Orange County (Domicile is defined as one's permanent established home as distinguished from one's temporary although actual place of residence).

☐ **Yes**
☐ **No**

2. I owe no outstanding taxes (real/personal) at the time of application/appointment.

☐ **Yes**
☐ **No**

C. How did you become aware of Orange County volunteer opportunities? (Please check all that apply):

☐Newspaper ☐County Web Page ☐Current Orange County Volunteer
☐Radio ☐T.V. ☐Other _____

ETHICS GUIDELINES FOR
COUNTY ADVISORY BOARDS AND COMMISSIONS

I agree by my signature below that, if appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Orange County Board of Commissioners.

A. Conflict of Interest

1. During advisory board meetings, a member shall immediately disclose any potential conflict of interest and request to be excused from voting when he or she has a conflict of interest.
2. During appeal proceedings, the applicant has the right to question the interest of any voting member. The advisory board chair should consult with the County Attorney or staff attorney on any potential conflict of interest in appeal matters.
3. In determining from existing facts and circumstances whether a conflict of interest exists the determining party shall consider the facts and circumstances as would an ordinary and reasonable person exercising prudence, discretion, intelligence, and due care.

B. Gifts

1. An advisory board member shall not directly or indirectly ask, accept, demand, exact, solicit, seek, assign, receive, or agree to receive any gift or honorarium for the advisory board member, or for another person, in return for being influenced in the discharge of the advisory board member's official responsibilities.
2. This section shall not apply to gifts or awards authorized by Orange County Policies, Resolutions, or Ordinances.

C. Code of Ethics

1. Advisory board members should act with integrity and with independence from improper influence as they exercise the functions of their offices. Characteristics and behaviors that are consistent with this standard are:
   a. Adhering firmly to a code of sound values.
   b. Behaving consistently and with respect towards everyone with whom they interact.
   c. Exhibiting trustworthiness.
   d. Living as if they are on duty as appointed officials regardless of where they are or what they are doing.
   e. Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner.
   f. Remaining incorruptible, self-governing, and not subject to improper influence, while at the same time being able to consider the opinions and ideas of others.
   g. Disclosing contacts and information about issues that they receive outside of public meetings, and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
   h. Treating other advisory boards and advisory board members and the public with respect, and honoring the opinions of others even when they disagree.
   i. Being careful not to reach conclusions on issues until all sides have been heard.
   j. Showing respect for their appointed office and not behaving in ways that reflect badly on the office, the advisory board, Orange County, or the Orange County Board of Commissioners.

k. Recognizing that they are part of a larger group and acting accordingly.
l. Recognizing that individual board members are not generally allowed to act on behalf of the board, but may only do so if the board specifically so authorizes, and that the board must take official action as a body.
m. Being faithful in the performance of the duties of their offices.
n. Acting as especially responsible residents whom others can trust and respect.
o. Faithfully attending and preparing for meetings.
p. Carefully analyzing all credible information that is properly submitted to them, and when applicable, being mindful of the need not to engage in communications outside the meeting in quasi-judicial matters.
q. Being willing to bear their fair share of the board's workload.
r. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

2. Members of the Planning Board, Board of Adjustment, Economic Development Commission, and Board of Equalization and Review shall upon initial appointment, and prior to December 31 annually thereafter, disclose:
   a. Any interest he or she or his or her spouse or domestic partner has in real property situated in whole or in part in Orange County and the general description of that property.
   b. Any legal, equitable, beneficial or contractual interest he or she or his or her spouse or domestic partner has in any business, firm or corporation, which is currently doing business with Orange County pursuant to contracts awarded by Orange County, or which is attempting, or has attempted in the past calendar year, to secure the award of a bid from Orange County or the approval of any Board or Agency of Orange County.
   c. Failure to file a disclosure statement setting out the above required information shall result in immediate removal of the member from the applicable board.

DO NOT SUBMIT RESUMES OR ATTACHMENTS.

SIGNATURE AND DATE

By checking this box I certify that this serves as an electronic version of my signature, for the sole purposes of this form: ☐

Date

_____ _____

Signature **Date**