

**CITY OF TULLAHOMA, TENNESSEE  
CITIZEN PARTICIPATION RESUME FORM**

The City of Tullahoma relies upon citizen participation on the various Boards and Commissions to help make Tullahoma a better place in which to live. This form is to help the Board of Mayor and Aldermen select interested community members and guide them in the appointment process. Please return the completed form to the Office of the Mayor, Tullahoma Municipal Building, 201 W. Grundy Street, P. O. Box 807, Tullahoma, TN 37388 or by FAX (931) 455-0038. If you have any questions, contact City Hall, (931) 455-2648. You may use additional sheets if necessary. All information submitted is subject to public inspection. Meeting schedules subject to change or special call. Completed forms will be retained on file for a one-year period.

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Do you live within the city limits? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you or any family member\* in the employ of the City of Tullahoma?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

3. Is any family member a member of any board or commission of the City of Tullahoma? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

4. Do you work for or own a company that performs work, contracts with, or provides materials to the City of Tullahoma or any of its Boards or agencies?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

5. Occupation/Title \_\_\_\_\_

6. Please identify the Board(s)/Commission(s) on which you are interested in serving (check all that apply):

- Airport Authority \_\_\_\_\_
- Arts Council \_\_\_\_\_
- Board of Adjustment & Appeals \_\_\_\_\_
- Diversity Council \_\_\_\_\_
- Downtown Council \_\_\_\_\_
- Duck River Utilities Comm. \_\_\_\_\_
- Historic Zoning Comm. \_\_\_\_\_
- Housing Authority \_\_\_\_\_
- Planning Commission \_\_\_\_\_
- Sports Council \_\_\_\_\_
- Tourism Council \_\_\_\_\_
- Tree Board \_\_\_\_\_
- Tullahoma Area Economic Dev. Corp. \_\_\_\_\_
- Tullahoma Utilities Authority \_\_\_\_\_
- Other \_\_\_\_\_

- REGULAR MEETING SCHEDULE**
- 2<sup>nd</sup> Tuesday each month, 5:00 p.m.
  - 3<sup>rd</sup> Thursday each month, 6:00 p.m.
  - Meets As Called
  - TBD
  - TBD
  - 3<sup>rd</sup> Wednesday each month, 5:00 p.m.
  - 1<sup>st</sup> Tuesday bi-monthly, 4:00 p.m.
  - 3<sup>rd</sup> Thursday each month, 5:00 p.m.
  - 3<sup>rd</sup> Monday each month, 4:30 p.m.
  - 3<sup>rd</sup> Wednesday each month, 6:00 p.m.
  - 3<sup>rd</sup> Wednesday each month, 1:30 p.m.
  - 3<sup>rd</sup> Wednesday, as called, 5:15 p.m.
  - 1<sup>st</sup> Tuesday each month, 7:00 a.m.
  - 4<sup>th</sup> Tuesday each month, 5:00 p.m.

**7. Why do you wish to serve on this Board?**

**8. Please indicate any special skills or expertise you could bring to the Board.**

**9. Please list any community activities in which you have been involved.**

I certify that I meet the qualifications and I am familiar with the purposes and terms of service of the respective board(s)/commission(s) for which I wish to be considered. My schedule will permit attendance to the regular meetings of the board(s)/commission(s). Further, I will agree to take an oath of office to be administered at a meeting of the Board of Mayor and Aldermen.

I understand that I may withdraw my name from consideration at any time prior to appointment upon notification to the Mayor.

Further, I agree, if appointed, to comply with the City's Code of Ethics for advisory boards, authorities and commissions as adopted by the City of Tullahoma, Tennessee.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\*Notes for Questions 2 & 3 above: A family member is a present spouse, parents, step-parents, grandparents, current parents-in-law, foster parents, children, brother, sister, brother-in-law and sister-in-law, grandchildren, and legally adopted children.

## **PLEDGE TO FOLLOW CODE OF ETHICS**

### **Code of Ethics**

(Adopted by Resolution No. 1287, January 9, 2006)

The Code of Ethics is intended to provide ethical guidelines for City Board members, employees and Board and Mayor-appointed Board and Commission members that are responsive to the public needs and preclude even the appearance of impropriety in the performance of their duties.

All City Board members, employees and Board and Mayor-appointed Board and Commission members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the City's resources. To this end, City Board members, employees and Board and Mayor-appointed Board and Commission members have a responsibility to:

Perform their duties to the very best of their abilities, treating the public and each other in a courteous manner that is fair and equitable, without regard to race, color, sex, age, religion, national origin, disability, political affiliation, or any other factor unrelated to the impartial conduct of City business.

Demonstrate integrity, honesty, and ethical behavior in the conduct of all City business.

Ensure that their personal interests do not come into conflict with their official duties, resulting in a real conflict of interest or the appearance of a conflict of interest. This shall apply to City Board members, employees and Board and Mayor-appointed Board and Commission members when dealing with vendors, customers, and other individuals doing business or seeking to do business with the City.

Ensure that they do not accept any gift, favor or thing of value that may tend to influence the discharge of their duties, or grant any improper favor, service or thing of value in the discharge of their duties.

Ensure that information concerning the property, government or affairs of the City is held confidential, disclosed only with proper legal authorization, and never to advance the financial or other special interest of themselves or others.

Ensure that all City resources, including City funds, equipment, vehicles and other property, are used in strict compliance with City policies and solely for the benefit of the City. To ensure that city employees do not receive unauthorized or conflicting directives, individual Board members and Board and Commission members without supervisory responsibilities shall not give direction to city employees and departments except as directed by the majority of Board of Mayor and Aldermen to the City Administrator.

Avoid any behavior that could fall under the definitions of misconduct in Section 8.6 of the City's *Personnel Regulations*.

Members of advisory boards, authorities and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict of interest occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board, authority or commission.

If the advisory board, authority, or commission member believes he/she has a conflict of interest then that member should inform the advisory board, authority or commission that they will abstain from that vote.

Any advisory board, authority or commission may seek the counsel of the advisory board, authority or commission's legal counsel on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board, authority or commission member should excuse himself/herself from voting. The advisory board, authority or commission member may request that counsel respond in writing.

I, \_\_\_\_\_, if appointed, pledge to comply with the City's Code of Ethics for advisory boards, authorities and commissions as adopted by the City of Tullahoma, Tennessee.

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Date*

Name *(please print)* \_\_\_\_\_

Advisory board, authority or commission: \_\_\_\_\_