

The Town of Tusayan is currently seeking applicants interested in filling the vacancy on the Tusayan Town Council. Tusayan residents interested in applying for the remainder of the term (December 2016) may pick up an application packet from the Town Clerk of Tusayan at 845 Mustang Drive, Tusayan, AZ 86023 or download the application from the Town's website [www.
http://tusayan-az.gov/](http://tusayan-az.gov/).

Applications must be filed with the Town Clerk by 4 p.m. on Thursday, August 27, 2015. Potential candidate's minimum qualifications include 18 years of age, qualified elector of Tusayan and a resident of Tusayan for at least 12 months. For additional information call the Town Clerk at 928-638-9909.

INFORMATION

- Term of Appointment will be until December 2016.
- Salary is \$300.00 per month.
- Council Meetings and Work Sessions are held on the first and third Wednesdays of the month, and as needed.
- Councilmembers represent the Town on various local and regional committees and at various functions.
- Pursuant to A.R.S. 38-542 any local public officer appointed to fill a vacancy within 60 days following the filling of such vacancy, shall file a local public officers financial disclosure statement. This statement shall cover the period from appointment to the end of the calendar year. The Town Clerk will provide information.



TOWN COUNCIL APPOINTMENT PROCESS

INFORMATION SHEET

- Council vacancy is for the seat relinquished by Bill Fitzgerald.
- Term of Appointment will be until new Council sworn in after 2016 elections.
- Salary is \$300.00 per month.
- Council meetings and work sessions are held on the first and third Wednesdays of the month, and as needed.
- Pursuant to A.R.S. 38-542(A)(D) any local public officer appointed to fill a vacancy within 60 days following the filling of such vacancy, shall file a local public officers financial disclosure statement. The statement shall cover the period from appointment to the end of the calendar year. The Town Clerk will provide information.
- Councilmembers represent the Town on various local and regional committees and at various functions.

TOWN OF TUSAYAN
COUNCIL VACANCY PROCEDURE
 (Revised 8/12/15)

ACTION	DATE
Vacancy Occurs.	08/05/2015
Council Recognizes Vacancy.	08/05/2015
Town Clerk publishes a notice in newspaper stating that the Town is accepting applications for appointment to a vacant Council seat and setting a deadline for the submission of applications.	08/19 & 26/2015
Application deadline.	08/27/2015
Town Clerk will distribute all applications for review to Mayor and Council.	08/27/2015
Written and email notice to all applicants for <ul style="list-style-type: none"> • Executive Session on 9/2/15 • Interviews at the 9/16/15 Regular Council Meeting • Executive Session on 9/16/2015 	08/31/2015
Mayor and Council meet to review applications. Executive Session or Public Meeting.	09/02/2015
Mayor and Council reports to Town Clerk for placement of names for finalist interviews on 9/16/15 Regular Council Meeting agenda.	09/02/2015
Mayor and Council question candidates at Council Meeting. Public will be invited to make comments. Executive Session or Public Meeting.	09/16/2015
Mayor and Council appoints new member at Regular Council Meeting. Oath of Office. Seated on Council.	09/16/15
THE FOLLOWING DATES APPLY IF COUNCIL <u>DOES NOT</u> SELECT A NEW COUNCIL MEMBER ON 9/16/15, WHICH WILL REQUIRE A SPECIAL COUNCIL MEETING ON 9/30/15	
Mayor and Council make recommendation of finalists to Town Clerk for the 9/30/15 Special Council Meeting agenda.	09/16/2015
Written and email notice to finalists for final interview on 9/30/15 Special Council Meeting	09/17/2015
Mayor and Council question candidates at Special Council Meeting. Public will be invited to make comments. Executive Session or Public Meeting.	9/30/2015
Mayor and Council appoints new member at Regular Council Meeting. Oath of Office. Seated on Council.	9/30/2015

Tusayan Town Council Application

Thank you for your interest in serving on the Tusayan Town Council. Please read the following instructions carefully before filling out your application:

- Type or print clearly in ink only
- Use additional pages, if necessary
- A resume is not required, but desirable

All information submitted is public information, subject to disclosure in response to a public records request. Return your completed application to the Town Clerk at 845 Mustang Drive, Tusayan, AZ 86023.

FULL LEGAL NAME: _____

ADDRESS: _____

MAILING ADDRESS: _____

PHONE: Home _____ Work _____

E-MAIL ADDRESS: _____

- Do you currently live within the incorporated boundaries of Tusayan? Yes or No (Please circle one)
- How many years have you lived in Tusayan? _____
- Why do you wish to be a Tusayan Councilmember?

- What skills do you possess which will enable you to carry out the duties required by this appointment?

- Please discuss/list any other civic organizations and activities you have been involved in.

- Please discuss the 3 most important issues facing Tusayan as a whole, and what approach you would use to address each issue.

- Additional comments which you feel we should know about you (pertinent background, education and experience).

Thank you for your interest in serving the Town of Tusayan.