



## PUBLIC NOTICE

### \* Volunteer Board Vacancies \*



**NOTICE IS HEREBY GIVEN** that the City of Callaway, Florida is accepting applications from citizens interested in serving on the following Advisory Boards:

- Audit Committee (2)
- Planning Board (4)

All boards require that members be residents of Callaway and registered voters in Bay County. Applications are available for download by clicking on “Additional Info” below or by contacting the City Clerk at (850) 215-6694. Applications will be received until 5:00 pm on Wednesday, December 8th for consideration of appointment at the December 14<sup>th</sup> Commission Meeting

*Will you make a difference?*



# CITY OF CALLAWAY

## ADVISORY BOARD APPLICATION

OFFICE OF THE CITY CLERK  
6601 EAST HIGHWAY 22  
CALLAWAY, FL 32404  
TELEPHONE: (850) 215-6694  
WEB: WWW.CITYOFCALLAWAY.COM

NEW APPLICATION

RE-APPLICATION

- AUDIT COMMITTEE\* (5 Members – 4 Citizens for 3-Year Terms, and 1 Commissioner for 2-year Terms)
- HALF CENT SALES SURTAX OVERSIGHT COMMITTEE (3-Year Terms; 5 Members)
- PLANNING BOARD\* (3-Year Terms; 7 Members)
- OTHER: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

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

Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Home/Cell Ph.: \_\_\_\_\_ Work Ph.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you reside within the City limits?  Yes  No  
• If yes, how long have you resided in the City of Callaway? \_\_\_\_\_

Do you own property in the City of Callaway?  Yes  No

Are you a Registered Voter in Bay County?  Yes  No Voter ID#: \_\_\_\_\_

Please rank your board preference(s):  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Have you ever served on a volunteer board or in a volunteer capacity with the City of Callaway before?  Yes  No If yes, please indicate name of board and dates of service: \_\_\_\_\_

\_\_\_\_\_

Why would you like to serve on this board? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What special skills would you bring to this position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list fields of work experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any licenses and/or degrees (location and year): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Local References (Please list 3):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Would you have a problem with the meeting dates and times for the board/agency for which you are applying?  Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### SCHEDULE OF BOARD MEETINGS

Audit Committee*	As Needed	TBD
Half Cent Surtax Committee	3 <sup>rd</sup> THURS March & October	6:00 p.m.
Planning Board*	1 <sup>st</sup> & 3 <sup>rd</sup> TUES of each Month as needed	6:00 p.m.

\*These boards are subject to Financial Disclosure.

#### Submit application to:

Janice L. Peters, City Clerk  
City of Callaway  
6601 E. Highway 22  
Callaway, FL 32404



## GENERAL INFORMATION

### SUNSHINE AMENDMENT/CODE OF ETHICS

All Volunteer Advisory Board/Committee Appointees are governed by and subject to the Florida Sunshine Law, which includes the Public Records Law and Code of Ethics.  
[Ref. Sec. 24, Art. I, F.C., Sec 286.011, F.S. Chap. 119, F.S. and Chap. 112 – Part III, F.S. respectively]

### FORM 1 – STATEMENT OF FINANCIAL INTERESTS

Persons required to file FORM 1 include all local officers. A local officer is defined as any appointed member of a board, excluding any member of a solely advisory body. However, a governmental body with land-planning, zoning or natural resources responsibilities shall not be considered an advisory body and therefore would be required to file.

Within 30 days from the date of appointment, and subsequently no later than July 1<sup>st</sup> of each year thereafter, a local officer shall file a statement of financial interests with the Bay County Supervisor of Elections. Additionally, within 60 days of leaving the position, unless you take another “reporting position” within that period of time you are required to file a FORM 1F with the Bay County Supervisor of Elections.  
[Ref. Sec. 112.3145, F.S.]

### REPORTING REQUIREMENTS AND PROHIBITED RECEIPT OF GIFTS; SOLICITATION AND DISCLOSURE OF GIFTS FROM GOVERNMENTAL ENTITIES, DIRECT SUPPORT ORGANIZATIONS AND HONORARIUM RELATED EXPENSES

Certain instances require disclosure of gift and honoraria. For a full detail of requirements, please review the **GIFT LAW** as identified in Florida Statutes or contact the City Attorney for specifics.  
[Ref. Secs. 112-3148 & 49, F.S.]

NOTE: Forms which may be required to be filed by a local officer are as referenced in Florida Commission on Ethics’ **“GUIDE TO THE SUNSHINE AMENDMENT AND CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES”** booklet, as published annually and on file in the Office of the City Clerk or online at the Florida Commission on Ethics at [www.ethics.state.fl.us](http://www.ethics.state.fl.us) under the tab entitled Publications and/or Forms.