



## CITY OF WALTHAM BOARD & COMMISSION APPLICATION

The Mayor is seeking citizens who wish to serve on City Boards and Commissions established to assist and advise the City on specific matters. Please complete this application in full (attach a resume and other information which may assist the Mayor and the City Council in making its selection) and file it with the Human Resources Department, 119 School Street. The Mayor reserves the right to reject any applications. Some appointments are subject to confirmation by the City Council.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Occupation & Place of Employment: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Memberships in Community Organizations or Professional Groups: \_\_\_\_\_

City Boards and/or Commissions on which you have previously served: \_\_\_\_\_

The reasons why you wish to be considered for appointment by the Mayor:

Please detail specific areas of expertise: \_\_\_\_\_

Please detail specific areas of interest: \_\_\_\_\_

Available for meetings in the daytime ☐ evenings ☐ both ☐ (check one)

Resident of the City since what year: \_\_\_\_\_

Appointees and incumbents may be required to file a Statement of Economic Interest, as required by the City Council Rules or the Mayor. The statement may require a declaration that you have no interest in conflict with the City of Waltham. Please return your completed application to Human Resources, 119 School Street, Waltham, MA 02451. Applications will be kept on file for one year.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS  
TRUE AND CORRECT.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place a number next to your preferred position(s) (up to four choices) with #1 being your first priority.

## WALTHAM BOARDS AND COMMISSIONS

Committee Name	Appointing Authority
<input type="checkbox"/> Ambulance Service Review Committee	Mayor *
<input type="checkbox"/> Board of Assessors	Mayor *
<input type="checkbox"/> Board of Cemetery Commissioners	Mayor *
<input type="checkbox"/> Board of Health	Mayor *
<input type="checkbox"/> Board of Library Trustees	Mayor *
<input type="checkbox"/> Board of Registrars of Voters	Mayor *
<input type="checkbox"/> Board of Survey and Planning	Mayor *
<input type="checkbox"/> Cable Advisory Board	Mayor
<input type="checkbox"/> Commissioners of Trust Funds	Mayor *
<input type="checkbox"/> Community Preservation Committee	Mayor *
<input type="checkbox"/> Fernald Committee	Mayor *
<input type="checkbox"/> Conservation Commission	Mayor *
<input type="checkbox"/> Council on Aging	Mayor *
<input type="checkbox"/> Disabilities Services Commission	Mayor *
<input type="checkbox"/> License Commission	Mayor *
<input type="checkbox"/> Municipal Awards Program Committee	Mayor *
<input type="checkbox"/> Municipal Commission on Cultural Affairs	Mayor
<input type="checkbox"/> Recreation Board	Mayor *
<input type="checkbox"/> Waltham Cable Advisory Board	Mayor
<input type="checkbox"/> Waltham Community Access Corporation Board	Mayor
<input type="checkbox"/> Waltham Cultural Council	Mayor
<input type="checkbox"/> Waltham Historical Commission	Mayor *
<input type="checkbox"/> Waltham Housing Authority	Mayor *
<input type="checkbox"/> Waltham Retirement Board	Mayor *
<input type="checkbox"/> Zoning Board of Appeals	Mayor *

\* Appointed by the Mayor and requires City Council confirmation.

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### IMPORTANT INSTRUCTIONS

Please read the following pages. Please disclose any corporation, business, partnership, trusts or any other entities in which you may have any material interest in, is an officer or board member, or officially represents in any capacity. Please provide your signature at the bottom of each page and write the word "none" if you do not have anything to disclose.

purpose of the Resolution, Order or Ordinance. This time limitation shall not be subject to suspension.

**RULE 40** A majority vote of all the members of the City Council shall be required to confirm any appointment of the Mayor or to elect any person to any office within the jurisdiction of the members.

**RULE 41** No appointments shall be acted upon until the meeting next succeeding that at which they are presented. When the vote on confirmation is ordered, the roll shall be called by the Clerk, and each member shall answer Yea or Nay as he/she wishes to vote, or, that he/she declines to vote.

**RULE 42** All new appointments of persons as regular employees of the City submitted for confirmation by the Mayor to the City Council, shall be accompanied by a written resume of the prospective appointee's background and qualifications for that position.

The appointee's resume shall include his/her full name and residential address, education, work history and experience, and any current certifications and licenses held by him/her. The resume shall also include the names and addresses of all current employers, and shall disclose the names and addresses of any corporations, businesses, partnerships, trust, or other entities in which the appointee has any material interest, is an officer, director or board member, or officially represents in any capacity.

In addition, all appointments of persons as regular employees of the City of Waltham submitted for confirmation by the Mayor of Waltham to the City Council, shall be accompanied by a certification indicating that satisfactory CORI and background checks were conducted by the Mayor or his/her designee, reviewed and signed by the Mayor, in the following format:

Name of Appointee: \_\_\_\_\_  
Appointed To: \_\_\_\_\_  
Date of Appointment: \_\_\_\_\_

\_\_\_\_\_ A background investigation by (\_\_\_\_ police)(\_\_\_\_ private)  
has been conducted for this Appointee.  
\_\_\_\_\_ Date investigation was completed.  
\_\_\_\_\_ Satisfactory (or) \_\_\_\_\_ Unsatisfactory background investigation  
\_\_\_\_\_ A Criminal Offender Record Information (CORI) report was  
obtained.  
\_\_\_\_\_ Satisfactory (or) \_\_\_\_\_ Unsatisfactory CORI Report

\_\_\_\_\_  
Mayor's Signature or his/her Designee    Date

All other appointments of persons other than regular employees of the City of Waltham, submitted for confirmation by the Mayor to the City Council, shall be accompanied by a written resume of the appointee's background and qualifications for that position. The resume shall include the appointee's full name and residential address, education, work history and experience, and any current certifications or licenses held by the appointee where such certifications and licenses are relevant to the appointed position. The resume shall also include the names and addresses of all current employers, and shall disclose the names and addresses of any corporations, businesses, partnerships, trust, or other entities in which the appointee has any material interest, is an officer, director or board member, or officially represents in any capacity, where any such relationship may create a conflict of interest involving the appointed position.

The City Council shall conduct a personal interview of all new appointees. The interview shall be held no fewer than six (6) days after the date of the original presentation to the Council, and no confirmation of any new appointee shall be voted until six (6) days after the completion of the interview. The City Council reserves the right to request a personal interview with respect to all re-appointments.

**RULE 43** All Communications from the Mayor and City Officers must be filed with the office of the City Clerk electronically and in hard copy not later than 12:00 noon on the Thursday preceding the regular meeting of the City Council. Any communication from the Mayor and any City Officer that is not submitted to the office of the City Clerk before the 12:00 noon deadline shall not be included on the Council Docket, and shall be considered a late-filed communication.

All Resolutions pertaining to the invitation of non-members to appear before the City Council, shall be filed with the Office of the City Clerk not later than 12:00 noon on the Thursday preceding the regular meeting of the City Council at which the non-member is invited to appear.

No such late-filed communication shall be considered by the City Council except upon adoption of a motion to suspend this rule.

It shall be the duty of the City Clerk to notify the Presiding Officer of any communications, information, or documents not timely delivered with the members' dockets and to provide copies to all members.