

## PROCEDURE FOR FILLING VACANT COUNCIL SEAT

1. To fill the vacancy for District 6, the City Clerk will immediately cause the vacant seat to be advertised in *The Daily Record* and on the City of Dunn's Web Site indicating the appointment process and the following eligibility requirements:

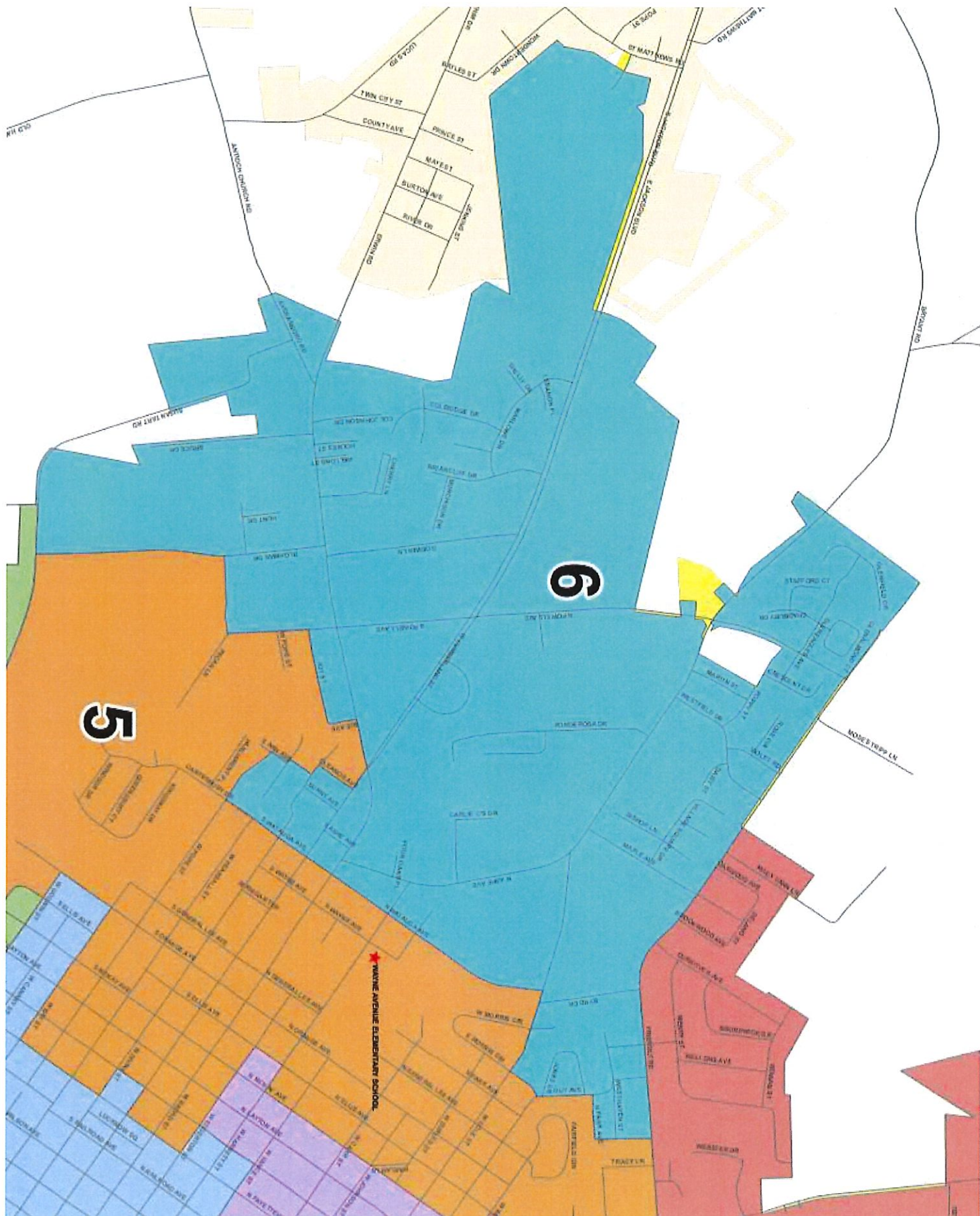
- A. Be a qualified voter in the City of Dunn.
- B. Possess the qualifications set out in Article VI of the North Carolina Constitution. As such the applicant must be at least 21 years of age, reside in North Carolina and in District 6 for at least thirty (30) days; and not adjudged a felon.

Interested citizens meeting these requirements can pick up the attached application form from the City Clerk's office in the City Hall at 401 East Broad Street, Dunn, NC or download from [dunn-nc.org](http://dunn-nc.org). Any potential applicant is encouraged to check the District 6 boundaries to make sure they reside within District 6 before submitting an application. Completed applications should be returned to the City Clerk's office, in a sealed envelope, by 5:00 p.m. on November 30, 2018. **Applications not received by that date will not be considered. No exceptions will be made.**

2. The City Clerk will hold the sealed applications until the deadline date. After the deadline, the City Manager and City Clerk will open the envelopes and verify that each meets the qualifications addressed above. They will forward copies of the contents to each member of the City Council by 5:00 p.m. December 5, 2018. The names of applicants shall be released to the news media upon request after the applications have been distributed to the City Council.

3. The Mayor and City Council at the regular City Council meeting scheduled for December 11, 2018, will hear presentations by each qualified applicant. Each applicant will be given up to five (5) minutes to make a presentation on their qualifications for the office and their vision for Dunn. The City Council will then have the written application, submitted earlier, and the information provided during the presentations to consider when making the appointment.

4. The City Council will vote on the appointment at a Special Called Meeting set for Tuesday, December 18, 2018 at 9:00 a.m.



**APPLICATION FOR VACANT SEAT  
DUNN CITY COUNCIL**

FULL NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOW LONG AT THIS ADDRESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

HOME PHONE (    ) \_\_\_\_\_ BUSINESS PHONE (    ) \_\_\_\_\_

FAX (    ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

HOW LONG HAVE YOU BEEN A RESIDENT OF DISTRICT 6, DUNN? \_\_\_\_\_

CURRENT EMPLOYER (IF ANY)

\_\_\_\_\_

TITLE \_\_\_\_\_ YEARS IN CURRENT POSITION \_\_\_\_\_

DUTIES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER EMPLOYMENT HISTORY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EDUCATION (INCLUDING DEGREES COMPLETED)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPOUSE'S NAME \_\_\_\_\_ SPOUSE'S EMPLOYER \_\_\_\_\_

INTERESTS/SKILLS/AREAS OF EXPERTISE/PROFESSIONAL ORGANIZATIONS

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1. Why are you interested in serving on the Dunn City Council?

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Please provide examples of your past service and involvement in Dunn and/or other communities in which you have lived. How do you feel these experiences would assist you in serving as a Council member?

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What do you see as your role as a City Council member in representing all citizens of Dunn?  
What do you see your role in particular representing District 6?

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The City of Dunn, like the vast majority of municipalities in North Carolina, operates under the Council/Manager form of government. With that in mind, what do you see the role of the City Council member being versus that of the City Manager?

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What do you think are the two highest priorities for the Dunn City Council and how would you work to achieve them?

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Given the diversity of interests, backgrounds and opinions on the Dunn City Council, how could you play a part in assisting the City Council to reach consensus on decisions?

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### AFFIRMATION OF ELIGIBILITY

Have you ever received a formal charge of professional misconduct, a criminal misdemeanor involving fraud or felony in any jurisdiction?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain complete disposition

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Is there any possible conflict of interest, or other matter, that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the City Council?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain conflict.

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I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement will be cause for my removal from consideration.

Signature: \_\_\_\_\_

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

**DO NOT SUBMIT RESUMES/ATTACHMENTS – YOU MAY ATTACH ADDITIONAL PAGES TO  
ANSWER THE QUESTIONS IF NEEDED**

*Application must be received in a sealed envelope by 5:00 p.m. on November 30, 2018 at:  
Dunn City Clerk's Office  
401 East Broad Street  
Dunn, NC 28334*

**APPLICATIONS NOT RECEIVED BY THE DEADLINE DATE WILL NOT BE CONSIDERED.**  
**NO EXCEPTIONS WILL BE MADE.**