

# VOLUNTEERS NEEDED!!!

## APPOINTMENT TO BOARDS, COMMITTEES, COUNCILS AND COMMISSIONS

Hillside residents have a long history of volunteering for their community. Each year, residents offer their time, energy, knowledge and talent to our municipality by offering to serve on one of our boards, commissions, councils or committees. If you have expertise in a particular area, free time, and desire to volunteer, Hillside needs you! If you have an interest in serving on one of the public bodies listed below, please use the Citizen Leadership application form.

- Health Board
- Library Board of Trustees
- Planning Board
- Zoning Board
- Recreation Advisory Council
- Senior Citizens Council
- Board of Swimming Pool Commissioners
- Hillside Zone Development Corporation Board of Trustees
- Council on the Arts
- Veterans Memorial Committee

### PLEASE NOTE

The enactment of the "Citizen Service Act" (A2784) on October 19, 2009 has four important provisions that affect municipal clerks and citizens on local boards.

Section 1 of the new law specifically requires anyone newly appointed to a municipal entity to take an oath of office for that specific position. Under previous law, individuals were only required to take the general oath of office. These oaths should be filed with the Municipal Clerk.

Section 2 of the law requires the Municipal Clerk to compile and maintain a directory of all local authorities, boards and commissions. The law requires the directory to include, but not be limited to, the following information for each entity: the name of the authority, board or commission; the number of members or positions; a list of currently appointed members, along with their terms of office; vacancies; general frequency of meetings; and the appointing authority, and enabling statute, ordinance or resolution that describes the entity and responsibilities of the members.

Section 3 of the law also requires any persons interested in serving on a municipal authority, board or commission to file a one-page Citizen Leadership Form" with the Municipal Clerk. Additional information may be added if deemed necessary by the Municipal Clerk. The law also deems several items as restricted from public disclosure under the Open Public Records Act, including home address, phone number, and e- mail address. **Citizen Leadership Form is Page 2 of this document.**

Section 4 of the law amends N.J.S.A 40A:9-12.1 which determines when a position becomes vacant due to unexcused absences. The new law allows a position to be declared vacant when a member is absent from meeting for 8 consecutive weeks, or 4 consecutive regular meetings, whichever is longer. A town may adopt an ordinance that sets a stricter policy, with the caveat that such an attendance policy may not go below 6 consecutive weeks, or 3 consecutive meetings, whichever is longer.



TOWNSHIP OF HILLSIDE  
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**CITIZEN LEADERSHIP FORM**  
Application for Appointment

I, \_\_\_\_\_, hereby apply to perform public service on the following municipal authorities, boards, commissions or committees:

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

List any education, prior volunteer experience, work related experience or other civic involvement which could be of the use to the authorities, boards, commissions or committees which you listed above. (Attach additional sheet or resume if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please be advised: Appointments to boards, commissions and committees may be required for purposes of the statutory requirements to annually file an annual Financial Disclosure Statement in accordance with the Local Government Ethics Law.**

**\*Personal Information Not Subject to Public Disclosure\***

Address of Residence: \_\_\_\_\_

Primary Phone Number: ( ) \_\_\_\_\_ Mobile Phone Number: ( ) \_\_\_\_\_

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

*\*The information in this section is considered personal information and is therefore deemed confidential for the purpose of P.L. 1963 c. 73 (C47:1A-1 et seq.) and P.L. 2001 c. 4040 (C47:1A-5 et al).*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Appointed to: \_\_\_\_\_ Appointment Term: \_\_\_\_\_ Resolution: \_\_\_\_\_ Notified: \_\_\_\_\_

Type of Appointment: { } Regular Member { } Alternate Member (for Planning and Zoning Board)