



**KODIAK ISLAND BOROUGH
OFFICE OF THE BOROUGH CLERK**

710 Mill Bay Road, Room 234
Kodiak, AK 99615
Phone: (907) 486-9310 Fax: (907) 486-9391
njavier@kodiakak.us

APPLICATION FOR APPOINTMENT TO SERVICE AREA BOARDS

- Bay View Road Service Area Board
- Mission Lake Tidegate Service Area Board
- Fire Protection Area No. 1 Board
- Service Area No. 1 Board
- Monashka Bay Road Service Area Board
- Womens Bay Service Area Board

Please be aware that the information given on your application is made available to the public. Staff will require the use of a mailing address, email address, and contact phone number to provide board and meeting information.

Name: _____ Daytime Phone: _____
 Residence Address: _____ Evening Phone: _____
 Mailing Address: _____ Cell Phone: _____
 Email Address: _____ Fax Number: _____
 Length of Residence in Service Area: _____ Registered to vote in Kodiak? ___Yes___ No
 Employer/Occupation: _____
 Organizations you belong to or participate in: _____

Explain your main reason for applying: _____

What background, experience, or expertise will you bring to the board/committee/commission membership?

Are you available for regular meetings? _____ Pursuant to KIBC 4.15.040 (A.7) Other than by expiration of the members term, the assembly shall declare a seat vacant when a member of the board misses three consecutively held regular

Signature of Applicant: _____ **Date:** _____
 A resume or letter of interest may be attached, but is not required. This application will be kept on file for one year. Your application will be provided to the appropriate service area board for its recommendation to the Assembly for appointment.

- STAFF USE ONLY -		
Registered voter of the Borough: Yes () No ()	Date of Appointment: _____	Date Received: (date stamp below)
Resident of the Service Area : Yes () No ()	Appointment Letter: _____	
Date Provided to SA Board/Staff: _____	Roster: _____	
Term Expires on: _____	Oath of Office: _____	

INFORMATION REGARDING SERVICE AREA BOARDS

- Members of service area boards* shall be elected by the qualified voters within the service area at a regular election, unless applications are being accepted to fill a vacancy for the remaining unexpired term.
- In addition to any other qualifications members shall 1.) be qualified to vote within the borough, and 2.) be a resident of the service area.
- The term of each member of a board is three years.

*with the exclusion of the Mission Lake Tidegate Service Area Board per KIBC 4.130.020.

HOW TO APPLY FOR A SERVICE AREA BOARD

Fill out an application for the service area board you wish to apply for. You may submit your application by email to clerks@kodiakak.us, by fax to (907) 486-9391, or hand deliver it to the Borough Clerk's Office, 710 Mill Bay Road, Room 234, Kodiak, AK 99615. Applications are also available at www.kodiakak.us.

Time requirements can vary for each board. Service area boards are required per KIBC 4.15.070 to hold a regular meeting once a quarter, or more frequently, in accordance with the board's rules of procedure. The most important criteria to serve on a board is having the time, interest, and willingness to serve.

WHAT HAPPENS NEXT—CONSIDERATION OF APPLICANTS

1. Vacancies may occur throughout the year, either through the expiration of a member's term or through a member's resignation, and applications are accepted at any time. Applications are held for one year for consideration.
2. Applications received for a vacant seat will be provided to the appropriate service area board for consideration. Applications are reviewed and recommendation for appointment is given by the service area board at a public meeting.
3. Recommendations for appointment by the service area boards are provided to the Mayor and Assembly and are confirmed by the Assembly at a regular meeting.
4. If you are appointed, you will receive an appointment letter, pertinent code sections, and a board roster from the Clerk's office. Support staff to the board will provide board materials and meeting notification.
5. All appointees are required to be sworn into office through the Borough Clerk's Office, 710 Mill Bay Road, Room 234, Monday through Friday, 8 a.m. to 5 p.m.
6. If you are not selected for appointment, you will be notified and your application will be retained for one year.

Applications are always welcome, and you should not feel discouraged if you are not quickly appointed or notified. If you do hear of a vacancy in which you are interested, it is suggested that you call to remind the Clerk's Office that you have an application on file and would like to be considered for the vacancy.

Thank you for your interest!