



# City of South Bend Common Council

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David Varner  
Fifth District

Oliver Davis  
Sixth District

Gavin Ferlic  
At Large

John Voorde  
At Large

Karen White  
At Large

## NEWS RELEASE

**Subject:** Council Seeking Citizen Members for Boards & Commissions  
**Date:** Friday, February 3, 2017  
**From:** Council President, Tim Scott  
**Contact:** 574-538-1936

### South Bend Common Council Seeking Citizen Members to Serve on Boards and Commissions

The South Bend Common Council is seeking applications from interested and dedicated individuals who wish to volunteer their time and talents to serve as citizen members on the following boards and commissions:

- Human Rights Commission (2)
- MBE/WBE Utilization Board (2)
- Urban Enterprise Association (3)
- Animal Care and Control Commission (1)

Specific requirements to serve as a citizen member for each board and commission:

- Human Rights Commission needs two members to serve for a term of four years
- MBE/WBE Utilization Board needs two members to serve for a term of two years
- UEA needs two residents of the UEA Zone (one from each political party) and one business representative from the UEA Zone, each to serve a four year term
- Animal Care and Control Commission needs one member to serve a three year term

Requirements for citizen members set forth by the *SB Municipal Code* Section 2-58:

- Be available to attend meetings on a regular basis
- Be interested in the subject matter and/or have background on committee's topics
- Complete an application form by visiting [southbendin.gov/bcapp](http://southbendin.gov/bcapp) or in person in the City Clerk's Office on the 4<sup>th</sup> Floor of the County-City Building in South Bend

Council members will interview and select qualified individuals to serve. Persons selected to serve as citizen members will be sworn in by the City Clerk with the oath being kept on file with that Office. A one-time orientation will be conducted by the Common Council and the City Clerk's Office to provide key information about the board or commission, its responsibilities and governing regulations on March 6, 2017 at 5:00 p.m. The City Clerk will also maintain copies of all applications submitted by individuals not selected in the event that a vacancy occurs throughout the year (informational only, not disclosable to the public).

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