

**CITY OF BEMIDJI PLANNING AND ZONING COMMISSION
APPOINTMENT
CANDIDATE BACKGROUND QUESTIONNAIRE**

Are you a resident of the City of Bemidji?

Would you be able and willing to serve on subcommittees that are occasionally formed and require extra time?

What education, training, or background experience do you have that might be help to you in the role of Planning Commissioner? (You may attach a brief resume if you wish.)

Are you willing to take at least an introductory training course for Planning Commission members and/or ongoing continuing training?

Do you have any personal or professional interests having the potential to result in financial or material gain for yourself or your immediate family which would present an actual conflict of interest or the appearance of a conflict of interest with the duties of a commissioner on a regular or frequent basis? If so, please describe:

Do you possess any other personal qualities that you wish to share with the City Council that would be helpful in determining your suitability to serve as a commissioner?

CITY OF BEMIDJI

PLANNING AND ZONING COMMISSION MEMBER REQUIREMENTS

In order to be appointed as a Planning and Zoning Commission Member, the following requirements must be met:

- Be a resident of the City of Bemidji.
- Disclose any personal or professional interests having the potential to result in financial or material gain for themselves or their immediate family which would present an actual conflict of interest or the appearance of a conflict of interest with the duties of a commissioner on a regular or frequent basis.
 - For these purposes, a "Conflict of Interest" is defined as the use of public office for one's own or another's private gain; using one's position, title or any authority associated with one's office to coerce or induce a benefit for oneself or others; using or allowing the use of nonpublic information to his/her a private interest, either one's own or another's; soliciting or accepting gifts from those seeking official action by the Commission or from those persons or entities who are regulated by the Commission, or who are seeking to do business with the Commission, or those who have interests that may be substantially affected by performance or nonperformance of one's official duties on the Planning Commission.
- follow the Planning Commission's Attendance Policy once adopted.
- become familiar with the City of Bemidji Planning & Zoning Code, and Comprehensive Plan, and any related materials that would assist the commissioner in performing his/her duties.
- listen to the concerns of the public while maintaining the established planning principles and guidelines of the City of Bemidji Planning & Zoning-in making decisions.
- evaluate all facts and evidence presented in order to form a thoughtful, well-informed decision based on good planning principles, and be willing to ask issue-specific questions aimed at obtaining relevant information and data necessary to make fair, informed objective decisions.
- make recommendations in the public interest, over and above personal and/or private interests.

To assist the City of Bemidji in evaluating a prospective candidate, applicant will be asked to respond to a brief questionnaire (attaching a brief biography or resume is optional).

Last Name _____ Name _____
First Name _____ Address _____
Initial _____
Signature _____ Date _____

**PLANNING AND ZONING COMMISSION
ATTENDANCE POLICY
FOR
PLANNING COMMISSION MEMBERS**

In an effort to ensure that the City of Bemidji Planning & Zoning Commission is able to conduct its business in an orderly manner without undue delays and to have the input and expertise of a majority of its members, it is the policy said Commission with regard to attendance at scheduled meetings:

A member of the Planning Commission who has more than two (2) unexcused absences from regularly scheduled meetings within a twelve (12) month period may be subject to loss of his/her seat on this commission as determined by a majority vote of the City Council. Aside from the two (2) unexcused absences, a member who misses more than four (4) of the meetings of the Planning Commission over the course of one (1) consecutive year may be subject to loss of his/her seat on this commission as determined by a majority vote of the City Council.