



**Questionnaire for Advisory Group, Board & Commission (ABC) Program**

The ABC Program is an opportunity for Highland Park residents to serve the community. Appointments are made by the Mayor with confirmation of a majority of the City Council. The rules, regulations and procedures for all City boards, commissions, and advisory groups are set forth in Chapter 33 of the City’s Municipal Code.

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_ Highland Park Resident \_\_\_\_\_ years<sup>1</sup>

Indicate the ABC you are interested in below; if multiple, please indicate order of preference by 1-2-3, etc.:

<input type="checkbox"/> Board of Police and Fire Commissioners	<input type="checkbox"/> Business and Economic Development Advisory Group
<input type="checkbox"/> Cultural Arts Advisory Group	<input type="checkbox"/> Firefighters Pension Board
<input type="checkbox"/> Historic Preservation Commission*	<input type="checkbox"/> Housing Commission*
<input type="checkbox"/> Human Relations Advisory Group	<input type="checkbox"/> Library Board of Trustees
<input type="checkbox"/> Plan and Design Commission*	<input type="checkbox"/> Police Pension Board
<input type="checkbox"/> Sustainability Advisory Group	<input type="checkbox"/> Transportation Advisory Group
<input type="checkbox"/> Zoning Board of Appeals*	

**Applicants are asked to include a resume with this completed form.**

Professional & Educational Background: \_\_\_\_\_

\_\_\_\_\_

Service with other City organizations: \_\_\_\_\_

\_\_\_\_\_

Special Skills/Certifications: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a Felony? Yes \_\_\_ No \_\_\_ If yes, please attach an explanation.

**Attendance:** In an effort to best serve the public, commissioners are strongly encouraged to participate in at least 75% of the meetings held each year. **Commissioners who do not attend either three consecutive meetings or at least 51% of the total of all meetings during any one year period, without receiving an excusal from the City Council, are technically deemed to have resigned from the Commission.** The City understands if emergencies arise or if work or personal demands necessitate an absence. Volunteers are encouraged to communicate with the staff liaison or chairperson to keep them apprised if they are not able to fulfill the volunteer service at any time.

Applications must be completed by the applicant; applications submitted by others on behalf of applicants will not be considered. Applications are kept on file for two years. Individuals are welcome to reapply if they have not been appointed or they may amend their application with written communication to CMO staff. Completed application and supporting documentation may be submitted via email: [city@cityhpil.com](mailto:city@cityhpil.com); via fax – 847.432.7625; City drop box or U.S. mail addressed to: City Manager’s Office, City of Highland Park, 1707 St. Johns Avenue, Highland Park, IL 60035.

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

Signature \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Applicants must reside in Highland Park for a minimum of one-year. Exceptions may be considered under unique circumstances as determined by the Mayor with the consent of the City Council

\* It is highly recommended that applicants interested in serving on a Land Use Commission (Historic Preservation, Housing, Plan & Design, or Zoning Board of Appeals) shall attend at least one meeting before being formally appointed.