

## Student Representatives to the Auburn Planning Board

### Rules for Selection and Participation

The following rules shall apply to the selection and participation of student representatives to the Auburn Planning Board.

#### Selection

- A. At its first regular meeting in \_\_\_\_\_ each year, the planning board will review and approve a form for application for appointment as a student representative to the Auburn Planning Board. This form will be made available to all students residing in Auburn between the ages of fifteen and nineteen at the Auburn Planning Department front desk in Auburn Hall.
- B. Interested students must submit a completed application to the Auburn Planning Department front desk in Auburn Hall by \_\_\_\_\_ 1<sup>st</sup> to be considered for appointment.
- C. The Chairperson of the Auburn Planning Board will appoint a subcommittee to review applications and determine an interview schedule. The selection committee will be composed of Planning Board members and sitting student representatives who have not applied to serve for another term.
- D. The selection committee will interview candidates and select up to two students to serve as student representatives. Selection should be completed by the first regular meeting in \_\_\_\_\_. Terms for student representatives begin \_\_\_\_\_ 1<sup>st</sup> and end \_\_\_\_\_ 30<sup>th</sup> of the next calendar year.

#### Participation of Student Representatives

- A. Student representatives must attend an orientation meeting with the Chair of the Planning Board, a Planning Department representative, and outgoing student representatives. Topics discussed should include the roles and responsibilities of nonvoting student representatives, dealing with the media, confidentiality, public sessions dealing with controversial issues, and preparation for meetings through the use of written information packets.
- B. Student information packets will be made available by 2:00pm on the Friday preceding a meeting of the Planning Board at the Auburn Planning Department front desk at Auburn Hall. Students are responsible for picking up the packets and reading all information in preparation for Planning Board meetings.
- C. Student representatives may be seated with Planning Board members and shall serve in a non-voting capacity only. They are entitled to attend and give opinion at all regular, special and workshop meeting of the Planning board, excepting any situation in which confidentiality issues may arise as decided by a majority of the Board present at the meeting. Their presence shall not count toward a quorum for the purpose of the Planning Board taking action.

- D. Student representatives shall adhere to the Planning Board's policies and regulations and be subject to rules for behavior and attendance for regular members of the Planning Board described therein.
  
- E. Student representatives shall be entitled to qualify their service as a representative to the Auburn Planning Board as a community service for the purposes of current or future applications or vites by permission of the majority of the Board. Such permission shall be granted upon satisfactory completion of each student representatives full term of service.

Conceptual Draft

## Student Representative Application

Full Name:

Date:

Age at time of Application:

Physical Address:

Mailing Address:

Phone Number:

Please respond to the following question:

Why are you interested in serving on the Auburn Planning Board and how do you think your membership will benefit future generations in Auburn? (Use the back of this form if needed.)

Please identify at least one peer reference and one adult reference below:

### **Adult Reference**

Name:

Relationship to Applicant:

Phone Number:

Mailing Address:

### **Peer Reference**

Name:

Relationship to Applicant:

Phone Number:

Mailing Address:

### **Please Read and Sign:**

*I understand that being a non-voting member of the Auburn Planning Board is a commitment of at least one meeting per month. Board meetings are usually held the second Tuesday of each month from 6:00 p.m. until approximately 9:00 p.m. The membership term is for one year beginning on \_\_\_\_\_ 1st and ending on \_\_\_\_\_ 30th. My role as a board member will be to promote civic involvement among Auburn's youth by representing them and seeking their input as the board helps to shape current and future plans for the city.*

Signature:

Date:

***If selected as one of the finalists, the candidate will be called for an interview with a subcommittee of the School Committee.***