

## **CHECKLIST**

### **APPOINTMENT PACKET**

- A. Appointment Packet Checklist
- B. Appointment Information Packet, which includes:
  - General Information
  - Financial Disclosure Information Form 6 (Must be submitted within 30 days after appointment.
  - Basics for Public Officials (Government in the Sunshine/Public Records/Ethics)
  - Guide to the Sunshine Amendment and Code of Ethics
  - Charter of the City of Tarpon Springs
  - Rules of Procedure (Resolution 2023-25)
  - Legal Defense (Resolution 2022-47)
  - Roberts' Rules of Order (Power Point)
  - Quasi-Judicial Proceedings
- C. Return Items:
  - Application for Appointment
  - Statement of Appointee (Acknowledging responsibilities & requirements)
  - Statement of Residency
  - Executed Checklist
  - Resume (Applicant to provide)
  - Statement of Interest (Applicant to provide)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Physical Address (include mailing address  
if different)

\_\_\_\_\_  
Telephone Numbers(s)

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

\*If you have any questions, please call the City Clerk, Irene Jacobs at (727) 943-3536