

## CATEGORY 2 - APPOINTMENTS MADE BY GOVERNING BODY



## PROCEDURE FOR APPOINTMENT TO THE BOARD OF ADJUSTMENT

1. Applications will be taken for one (1) open alternate position on the Board of Adjustment.
  - Applications will be available on the City of Branson's website and in the City Clerk's office.
  - Only names submitted on the provided application will be considered.
  - Applications may be delivered to the City Clerk's office, faxed or emailed to the City Clerk.
2. Application deadline is December 26, 2018, by 4:30 pm.
  - There will be a press release announcing the openings.
3. Qualified Applications will be sent to the Board of Aldermen by the City Clerk for review.
  - All applications are public and will be made available through a Sunshine Law, Request for Records.
  - A list of names will be posted on the public bulletin board at City Hall on first floor.
4. All created lists will be done by random drawing, with no significance to the order of the names, including the order they will appear for placement of the vote.
5. The Board of Adjustment appointments will be made by the governing body of the City.
  - The governing body of the City is the same as the Board of Aldermen, which consists of the six Aldermen.
  - The City Clerk will include appointments as an item on an upcoming agenda and provide the appointment information as part of the agenda item.
  - Each Board member present at the meeting will vote for one name. The top name receiving the most votes will be appointed to the Board of Adjustment.
  - The Mayor will vote to break any ties.
6. The elected individual will be considered appointed and as an alternate member of the Board of Adjustment, starting their service at the next scheduled meeting.

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING TO SERVE.

For more information please contact: Lisa Westfall, City Clerk  
Phone: 417-337-8522 or Email: [lwestfall@bransonmo.gov](mailto:lwestfall@bransonmo.gov)