

- 1. Who makes appointments to City/County boards and commissions?**
State statute, municipal code, and/or executive orders govern all boards and dictate which appointing authority has appointments to specific boards and commissions. Most boards are comprised of Mayoral appointments, City-County Council appointments, and/or County Commissioner appointments.
- 2. What if I am interested in serving on a board or commission?**
If you are interested in being considered for a Mayoral or Council appointment to a board or commission, please submit a current resume to indyboards@indy.gov. Please specify what position(s) you are interested in serving and whether you are interested in a Mayoral or Council appointment.

You may also mail a resume to the Office of the Mayor, 200 East Washington Street, Suite 2501, Indianapolis, IN 46204 or the City-County Council, 200 East Washington Street, Suite 241, Indianapolis, IN 46204.

To inquire about a County Commissioner board appointment, please contact them directly at 200 East Washington Street, Suite 801, Indianapolis, IN 46204.

- 3. What are the qualifications for being appointed to a board or commission?**
This varies drastically by board. The Mayor, City-County Council, and County Commissioners are interested in filling the boards and commissions with Marion County citizens committed to public service who display the highest levels of judgment and integrity. Obviously, certain boards require particular background knowledge, and state law or municipal code may mandate that certain positions on various boards go to people who hold specific professional certifications, occupations, or degrees. In addition, many boards and commissions require a certain political balance, meaning that prospective members must be affiliated with a certain political party in order to keep the political balance of the board. City/County employees are no longer eligible for appointment unless specific language requires they be appointed.
- 4. Do I need letters of recommendation?**
Letters of recommendation are not necessary.
- 5. How will I know if I am appointed?**
After you submit a resume for consideration, your name may be added to a general list of prospective members. You may also be contacted by a member of the appointing authority's office for further information or to fill out an official application.

If an appointing authority chooses to appoint you to a board or commission, a member of the appointing authority's office will contact you (most likely by telephone) regarding the status of your appointment. In addition, all appointees will receive a letter of appointment. **NO APPOINTMENT IS OFFICIAL WITHOUT A SIGNED LETTER OF APPOINTMENT FROM THE APPOINTING AUTHORITY.** Please note that various staff may contact you with requests for further information, or to discuss various aspects of the appointment with you before a final decision is reached. However, only the appointing authority has the authority to make an appointment, and all appointments will be confirmed by a signed letter from that

respective office. Pursuant to municipal code, background checks will be conducted before an official appointment is made.

6. **Do I receive any type of training upon selection?**

Most new appointees are required by ordinance to complete ethics training. In addition, some boards conduct their own orientation to familiarize board appointees with their process.

7. **What are the rules regarding ethics and conflicts of interest for potential board members?**

There are several rules to be aware of regarding limitations and eligibility for serving on boards and commissions. Prior to any appointment being made, staff will work with the prospective member and the necessary officials to investigate any potential conflict of interest or dual office holding issues.

After you have been notified about your appointment, you will need to submit a statement of economic interest unless you are notified otherwise that your membership on a particular board or commission is exempt from this requirement. In addition, all appointees to non-advisory boards are required to complete ethics training within six weeks of receiving an official appointment letter. Additional information regarding the City/County Ethics Code can be found online at <http://www.indy.gov/eGov/City/CorpCounsel/Ethics/Pages/home.aspx>.

8. **How do I apply for a State board or commission?**

This site lists boards to which the city and county have appointments. To find information regarding state boards, please visit <http://www.in.gov/ai/appfiles/boards/>.