

JEFFERSON COUNTY, MISSOURI



COUNTY COUNCIL
Application for Appointment
Vacancy – District #2

Administration Building - Executive Office G30
729 Maple Street
Hillsboro, MO 63050

Send All Completed Applications to the Attention of:
Cherlynn Boyer – Executive Assistant to the Council
CBoyer@jeffcomo.org

Phone: 636-797-5517
Web Address: www.jeffcomo.org

Council Members

Council Member District 1, Brian Haskins

Council Member District 2, Vacant

Council Member District 3, Shannon Otto

Council Member District 4, Charles Groeteke

Council Member District 5, Scott Seek

Council Member District 6, Dan Stallman

Council Member District 7, Bob Tullock

Council District Map Of Vacant District #2

Information, Eligibility, Timeline, Instructions and Application County Council Vacancy – District #2

The Jefferson County-County Council is required by the Home Rule Charter of Jefferson County, Missouri to fill a vacancy on the Council which occurs prior to the end an elected term. The Council is responsible for appointing an eligible person to fill a vacancy until the expiration of the current term for District #2 which is the 31st Day of December 2024.

This Application, when submitted, will serve as written notice that an applicant may be eligible and wishes to be considered for the current Council vacancy in District #2. If selected, your service will begin: a) after selected by a majority vote of the Council; and, b) after the applicant is sworn in. The appointee will continue to serve until the end of the current term, which is the 31st Day of December 2024. All eligible applicants for the current vacancy are welcome to consider running as a candidate for election in 2024 for a full term which will begin on January 1, 2025.

The Council requires all individuals who wish to be eligible for appointment to the Council to meet the eligibility requirements for Council candidates under the County Charter. **This position is a partisan position. Since the vacating Councilmember is Republican, this Application is for a Republican seat as required under the terms of the Charter.** Therefore, to be eligible for appointment to the Council you must:

- Be a Registered Voter in Jefferson County at the time of applying for the vacant Council position;
- Be affiliated with the Republican party;
- Be a resident of Jefferson County Council District #2 for the twelve (12) months before applying for the vacant Council position (See map of District #2 on page 2 of the Application package);
- Be at least 24 years of age;
- Be a Citizen of the United States for twelve (12) months before applying for the vacant Council position;
- A Person must meet the same minimum requirements throughout his or her period of service;
- Not be delinquent in the payment of any state income taxes, personal property taxes in Jefferson County, municipal taxes, or real property taxes on your place of residence as listed on this form. If an applicant is a past or present corporate officer of any fee office, that office cannot be delinquent in the payment of any taxes owed the state;
- Not have been found guilty of nor pled guilty to a felony or misdemeanor under the federal laws of the United States of America or to a felony under Missouri law or an offense committed in another state that would be considered a felony in Missouri;
- Not be registered or required to be registered as a sex offender; and,
- Have filed all required conflict reports, financial reports and/or campaign disclosure reports required by the Missouri Ethics Commission either as a candidate, treasurer or other officer of a campaign or PAC as required by law when applicable for any upcoming or for all previous elections in which you were an office holder, candidate, treasurer or otherwise required by Section 115 of the Code of Ordinances of Jefferson County Missouri and/or Section 105 of the Revised Statutes of Missouri or otherwise required by law.

To declare candidacy for the District #2 position:

Complete the **Application** and submit to the Council's Executive Assistant by email **ONLY** to:
CBoyer@jeffcomo.org

1. Application and all associated paperwork set forth herein;
2. Attach a Resume (Biography Sheet will be accepted if no resume is available); and,
3. Attach a Copy of Your Driver's License (to show residency) and for background check.

Note: Candidates cannot be a current employee of Jefferson County Government.

Further Information about County Government and Representation requirements may be found on the County/State websites at: www.jeffcomo.org and <https://mec.mo.gov>.

1. A copy of the Home Rule Charter of Jefferson County, Missouri;
2. A copy of the Council Rules of Procedure;
3. Conflict of interest/ethics policy (Jefferson County Code of Ordinances/RSMo); and,
4. Notice of your potential obligation to file a personal financial disclosure statement with the Missouri Ethics Commission within 30 days of your appointment to the position.

Anticipated Schedule

- On the 6th Day of January 2023 Applications for candidates interested in being appointed to fill the vacancy for the remainder of the term for the Council District #2 will be available on-line at www.jeffcomo.org and can be picked up from the County Council's Executive Assistant, Cherlynn Boyer, at the Jefferson County Administration Center, Executive Office Suite – G30, 729 Maple Street, Hillsboro, MO 63050 beginning at 8:00 a.m. to 4:30 p.m. daily until the 26th Day of January 2023. The Deadline to apply is the 26th Day of January 2023 at 4:30 p.m.
- On or about the 11th or 12th Day of January 2023, Publish Notice of Application to: The Leader Newspaper, Posting at The Administration Center, Justice Center, District #2 posting place, County Webpage and Facebook Page to inform the public of the eleven (14) business day period when applicants are available to apply.
- On the 10th Day of February 2023: Background checks will be conducted and should be completed and verified by the County Counselor. All verified and completed Applications will be distributed to the Council for their review over the next five (5) business Days.
- On the 27th Day of February 2023: 6:30 p.m. Next Regular Council Meeting – Assembly Room – Administration Center, 729 Maple Street, Hillsboro, MO. There will be on that Meeting Agenda an item entitled, "Council Member Appointment". The Jefferson County Council will interview candidates. Interview order will be determined by draw.
- After interviews, the Council will adjourn into Closed Session pursuant to Section 610.021(3) RSMo to discuss and vote to fill the District #2 vacancy and make appointment by majority vote per the County Charter and per Council Rules and voting Procedures. The Results will be made public immediately thereafter in open session and the new member shall be sworn in within five (5) business days or earlier by the County Clerk or Deputy. The Vote shall be memorialized as an Order of the Council.

Other Procedures and Application Information

The Council has made available the following packet for a resident-taxpaying citizen of District #2 who may wish to apply for the District #2 vacancy on the County Council. If you are interested in serving on the Jefferson County Council, please carefully read and fully fill out the following Application packet. Incomplete packets will not be considered.

Please note that completed applications will be accepted beginning no sooner than 8:00 a.m. on the 6th Day of January 2023. An Application can be picked up in-person at the Jefferson County Administration Center, Executive Office Suite – G30, 729 Maple Street, Hillsboro, MO 63050 or can be found on-line at www.jeffcomo.org.

All completed Applications must be **e-mailed only** to: CBoyer@jeffcomo.org. The Application deadline is the 26th Day of January 2023, at 4:30 p.m. Any applications received after that date and time will not be considered. Applications **will not** be considered if delivered by hand, in-person, by regular mail or by any other method other than e-mail to Ms. Boyer at the e-mail address: CBoyer@jeffcomo.org.

Interviews will be held by the Council on the 27th Day of February 2023 during a Regular Council Meeting beginning at 6:30 p.m., in the Assembly Room of the Administration Building, 729 Maple, Hillsboro, MO. There will be on that Meeting Agenda an item entitled, “Council Member Appointment”. The Jefferson County Council will interview candidates. Interview order will be determined by draw. In case of inclement weather, lack of quorum, or other event resulting in the cancellation of the February 27, 2023, meeting, then the interviews will be held at the next regular meeting at the same location.

If you have any questions, please contact the Council’s Executive Assistant, Cherlynn Boyer at: CBoyer@jeffcomo.org.

Filing Dates:

Filing Opens January 6, 2023 at 8:00 a.m.

Filing Closes January 26, 2023 at 4:30 p.m.

No applications will be accepted after this time.

Applications may be found on-line at www.jeffcomo.org

Applications can be picked up at the Administration Building Only (address above)

Applications must be filed by e-mail ONLY to: CBoyer@jeffcomo.org

AND MUST INCLUDE:

1. Council Member Vacancy Questionnaire/Application Form – Signed.
2. A Resume (Biography Sheet will be accepted if no resume is available)
3. A Copy of Your Driver’s License (to show residency and for Background Check)

***If a successful candidate is a current employee, Office Holder, Board or Commission Member of Jefferson County Government, that candidate cannot hold both offices simultaneously and would be required to decline the Council appointment or resign his/her position with Jefferson County prior to taking Office and filling the District #2 Seat .**

***Incomplete applications will be rejected.**

7. Why do you want to serve on the Jefferson County Council?

8. Please describe your current and past involvement with nonprofit or community organizations:

9. Please list skills you have that you believe would be an asset to the County Council:

10. In one or two sentences, describe your vision for District #2:

11. What are your views of and knowledge about the Jefferson County budget?

12. In one or two sentences, explain what you believe to be the proper role of the County Council:

13. The Council meets 2x(s) per month on the 2nd and 4th Mondays of the month at 6:30 p.m. (unless Monday is a holiday). In addition to Council meetings, you will be expected to allocate time to adequately prepare for meetings, perform committee work and possibly complete training sessions both in and occasionally outside the District. The Council occasionally has work-sessions on the First Monday of the Month, and you may be asked to serve on a committee as well. The minimum weekly time commitment for a Council Member is about five hours per week, although special circumstances and constituent services may require significantly more time.

Are you aware of any conflicts that would regularly interfere with your ability to commit to this amount of time? Yes No Please state those conflicts:

14. Do you currently hold, or have you previously held, any local, state, or federal government positions, appointments, or elected office(s)? Yes No

If yes, please list dates and positions held.

15. Do you have any financial or other interests that might present a conflict of interest, or the appearance of such a conflict, if you were appointed to the position for which you have applied? Yes No

If yes, please list possible conflicts (See Chapter 105 RSMo and Section 115 Jefferson County Code of Ordinances):

16. List any professional licenses or certificates, not limited to Missouri, the date you were originally licensed, and the licensing agency.

CERTIFICATION: Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance. I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in the application are correct and complete. I understand that any false information may prevent acceptance as an appointee, may disqualify me from office or may be grounds for future removal from office.

I hereby release Jefferson County, Missouri from any liability for any damage whatsoever resulting from giving such information.

Applicant signature: _____ **Date:** _____

PRIVACY ACT STATEMENT:

GENERAL: This information provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals applying for positions with Jefferson County, Missouri.

ROUTINE USES: The Social Security Number and Drivers' License Number are used to identify applicants and verify qualifications. The Social Security Number is also used in tracking training qualifications.

DISCLOSURE IS VOLUNTARY: Failure to provide the above information may prevent acceptance as an appointee.

BACKGROUND INVESTIGATION**

I, _____, understand that to be considered for an appointment with Jefferson County, Missouri, as a Council Person there may be a necessity to do some investigation into my background and character. I also understand that part of this investigation there will be a Criminal Background check and that check includes a Wants and Warrants search conducted by the Human Resources Department. I give my full and unqualified permission for the character background check to be done by the Jefferson County, Missouri, Human Resources Division, or a designee.

I also understand that a copy of this release will be used to procure this information and it will stand as an original.

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Applicant signature: _____ Date: _____

Social Security Number: _____ Date of Birth: _____

Driver's License No: _____ State: _____ Expiration Date: _____

*Please return completed form
along with Completed Application,
resume/Bio and a **copy of driver's license** to:*

Jefferson County, Missouri

**ATTN: Cherlyn Boyer – Executive Assistant
to the County Council**

BY EMAIL ONLY:

CBoyer@jeffcomo.org

****INCOMPLETE APPLICATIONS AND MISSING DOCUMENTS
WILL BE CAUSE FOR REJECTION OF APPLICATIONS.**