

Internal checklist of items for: APPOINTMENTS

NAME: Xochitl (Cindy) Garcia Board/Commission: Environmental Advisory Council

Ward # 17 Alder: Sal Punzo

1. Checklist for Aldermanic Submissions
2. Cover Letter to BOA
3. Letter to Appointee (prior notification)
4. Notice of Matter to be Submitted (replaces standard Prior Notification form)
5. Application
6. Resume **or** 1-2 paragraph explaining why applicant wants to be on said board/committee
7. Order to appoint [List term expiration & who they replace, if anyone. No mention of replacement = assumption they are taking a vacancy.]
8. Voter status & party checked against Registrar of Voters
9. Optional: Recommendation letter of support

Internal checklist of items for: REAPPOINTMENTS

NAME: \_\_\_\_\_ Board/Commission: \_\_\_\_\_

Ward # \_\_\_\_\_ Alder: \_\_\_\_\_

1. Checklist for Aldermanic Submissions
2. Cover letter to BOA
3. Letter to Appointee (prior notification)
4. Attendance for past 12 months/1 year
5. Application (to confirm CURRENT address, political party, contact information)
6. Notice of Matter to be Submitted (replaces standard Prior Notification Form)
7. Order to reappoint. [List term expiration.]
8. Voter status & party checked against Registrar of Voters
9. Optional: Proof of taking required year off (for term limit requirements if needed)
10. BONUS: Resume/Interest Stmt. from Re-appointee
11. BONUS: Recommendation for reappointment

Meeting submitted for: May 16<sup>th</sup>, 2022 REGULAR

Legistar File Number: LM-2022-0241

Prepared by: B. Montalvo

Mayor's Office Signature for Submission: \_\_\_\_\_