



# Notice of Vacancy Carlisle City Council Seat

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## **APPOINTMENT**

The City of Carlisle is accepting applications from interested citizens who desire to serve as a member of Carlisle City Council. This at-large Council position became vacant on August 9<sup>th</sup> due to a resignation.

## **QUALIFICATIONS**

Interested applicants must be registered to vote in the City of Carlisle and have been residents of the city for at least one continuous year preceding appointment.

## **TERM OF SERVICE**

The appointed candidate will fulfill the remainder of the resigned member's term ending Dec. 31, 2025. The seat will be up for election during the general election of 2025 for a four-year term, and the incumbent would need to run for election to retain the seat. Councilmembers serve on a non-partisan basis.

## **DUTIES**

City Councilmembers form the city's legislative body, which exercises the duties and powers of a city council as vested under the Carlisle City Charter. Councilmembers attend regular evening meetings on the second and fourth Tuesday of each month, participate in council and regional committees as needed, and may attend additional, occasional day or evening meetings throughout the year.

As a member of the City Council, you will be asked to make policy decisions, enact laws, levy taxes, and act for the benefit and best interest of the City of Carlisle. This body also approves appointments of citizen boards and commissions as provided by the Charter, regulates revenues and expenditures, incurs debt, and approves the final operating budget of the city.

State law requires Councilmembers to file financial disclosure with the Ohio Ethics Commission including income, asset, and debt information that will be accessible to the public. Councilmembers are bound by state and local ethics and conflict-of-interest rules. They uphold state law regarding open government and public records and are called to treat public service as a public trust. Carlisle City Councilmembers serve at large, representing the entire Carlisle community. Councilmembers hold a fiduciary responsibility, which means incumbents have a duty to put the interest of the city over their own personal interests.

## **COMPENSATION**

In consideration of the work they perform for the residents of the city, Councilmembers receive a modest salary of \$300/month.

## **APPLICATION**

Interested persons should submit both a letter of interest and resume to: Clerk of Council, 760 Central Avenue, Carlisle, OH 45005.

Emailed and faxed submissions will also be accepted and may be sent to: [jharover@carlisleoh.org](mailto:jharover@carlisleoh.org) or (937) 743-8178

## **DEADLINE**

Letters of interest and resumes must be received no later than 4:30pm on Wednesday, August 31, 2022.

## **QUESTIONS**

Please contact Jennifer Harover, Clerk of Council, at (937) 746-0555 ext. 210 or [jharover@carlisleoh.org](mailto:jharover@carlisleoh.org).