



**APPLICATION FOR APPOINTMENT BY THE
SUMTER COUNTY BOARD OF COMMISSIONERS**

(A separate application must be completed for each position):

1. Board, authority, or commission on which you would like to serve:

2. Full legal name: _____
Last First Middle

3. Email Address: _____

4. Telephone: Mobile (_____) _____
Home (_____) _____
Work (_____) _____

5. Address for primary legal residence:

6. Mailing address if different from primary legal residence:

7. How long have you been a resident of Sumter County? _____ Years & _____ Months

8. Do you own real property in Sumter County? Yes _____ No _____

9. You may be required to attend training courses outside of Sumter County. Reasonable travel expenses would be paid by the County pursuant to its travel policies. Are you willing and able to travel to attend training outside of Sumter County? Yes _____ No _____

10. Do you have an ownership interest in or have a primary shareholder's interest in any business or corporation? Yes _____ No _____

If yes, state the business name(s) and whether they have an office in Sumter County:

11. Are you registered to vote in Sumter County? Yes _____ No _____

If so, how long have you been registered? _____

Which Commission Voting District? _____

12. For purposes of this paragraph, the term "immediate family member" means any spouse, child, sibling, parent, grandparent, grandchild, aunt/uncle, or niece/nephew, whether related to you by blood, marriage, or legal adoption.

(a) Do you have an immediate family member who is an elected or appointed official? Yes _____ No _____

If yes, state the family member's name, address, and position held:

(b) Do you have an immediate family member currently employed by Sumter County? Yes _____ No _____

If yes, identify such family member by name and position:

(c) Do you or any immediate family member conduct any business with Sumter County or any of its boards, authorities, or commissions? Yes _____ No _____

If yes, describe the nature of the business:

13. Do you understand that, if appointed, you will have a continuing duty to disclose any conflicts in writing, such as whether you are related to other members on your board, any employees of the board, and any elected or public officials, and whether you have any financial interests that could create a conflict? Yes _____ No _____

14. Do you plan to run for any public office? Yes _____ No _____

If so, what office and when? _____

15. Do you understand that you may not be permitted to hold elected office while serving this appointment? Yes _____ No _____

16. Employer: _____

Employer's phone number: _____

Employer's address: _____

Position: _____

Does your employer conduct business with Sumter County? Yes _____ No _____

If yes, briefly describe the nature of the business:

17. List all prior employers within the last 10 years:

<u>Employer and Position</u>	<u>From</u>	<u>To</u>
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___

18. What appointed, elected, or paid positions do you currently hold or have you held with the State of Georgia, Sumter County, the City of Americus, and any other governmental entity?

<u>Position and With Whom Held</u>	<u>From</u>	<u>To</u>
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___

19. List any community service or other experience that relates to your qualifications for this appointment:

20. Describe your education, including any diplomas, degrees, or certifications:

21. List three personal references:

<u>Name and Address</u>	<u>Telephone</u>	<u>Relationship</u>
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22. What do you hope to accomplish through your service in this position?

23. Other comments or information:

24. Have you received and carefully reviewed the profile sheet and the by-laws, if any, for the board, authority, or commission for which you applied?

25. If you have a resume or CV, please attach it to your application.

CERTIFICATION

I have been informed and understand the responsibility and commitment required by this position. I will make all efforts to attend all regularly scheduled meetings and any special called meetings for the entity to which this appointment will be made. If I can not attend a meeting due to extenuating circumstances such as a death in the family or emergency medical attention for myself or a family member, I will notify the entity to which I am appointed as soon as reasonably possible. I further recognize the importance of having a quorum in order to conduct business and understand that if I have excessive, unexcused absences, I may be asked to resign from my appointed position or may be removed as provided by law.

I certify that all answers herein are true and complete to the best of my knowledge. I authorize the Board of Commissioners to investigate any statements in this application and to contact any person named herein for verification of any information or for further investigation. I understand that this application is not a contract for employment or services. In the event I am appointed, I understand that false or misleading information given in my application or interview(s) may result in removal of my appointment. I also understand that I am required to abide by all laws, rules, and regulations of Sumter County and the laws of this State and that failure to do so may result in my removal of appointment.

By: _____

Printed Name: _____

Date: _____

SUMTER COUNTY LIVESTOCK AUTHORITY

MEMBERS: 5

TERM: 4 years of service

REGULAR MEETING INFORMATION:

WHEN: 2nd Tuesday of every month unless it falls on a holiday, then it would be on the following Tuesday.

WHERE: Sumter County Livestock Office

TIME: 8:30 AM

AVERAGE LENGTH: 30 minutes or longer depending on the agenda

SPECIAL MEETING INFORMATION:

WHEN: If this occurs, members are called or sent a card with information for the purpose of the meeting

WHERE: Sumter Livestock Office

TIME:

AVERAGE LENGTH:

MAJOR DUTIES/RESPONSIBILITIES:

- To review and approve financial reports.
- Discuss and resolve any problems managers may have come up

SPECIAL SKILLS/ EXPERTISE/ INTERESTS:

- Preferably have agricultural background, especially in livestock.
- Be able to make good business decisions.

BYLAWS
OF
SUMTER COUNTY LIVESTOCK AUTHORITY

ARTICLE ONE

Meetings

1.1 Date of Annual Meeting. The annual meeting of the directors of the Authority shall be on the 2nd Tuesday in January of each year, or, if such day is a legal holiday, then on the next succeeding day that is not a holiday.

1.2 Place, Time, and Notice of Annual and Special Meetings. Annual or special meetings shall be held at the site of the Sumter Livestock Office or the County Commissioner's Office at the Sumter County Courthouse at such time as the Board of Directors may from time to time fix or as may be specified in the notice of said meeting, upon no fewer than ten nor more than sixty days' notice either mailed to the last known address of each director or personally given to each director.

1.3 Special Meetings. Special meetings may be called at any time by the Board of Directors, the Chairman, or by 25% of all the votes entitled to be cast on any issue proposed to be considered at the proposed special meeting. Notice of any special meeting shall state the purpose or purposes for which the meeting is called.

1.4 Waiver of Notice. A director may waive any notice required by the Code, the Act Number 871 (H.B. 1662), an Act to create a public body corporate and politic, and an instrumentality of the County of Sumter (the "Act"), or these bylaws before or after the date and time of the required notice. The waiver must be in writing, signed by the director entitled to notice, and delivered to the Authority for inclusion in the minutes or filing with the records. Attendance at a meeting waives objection (1) to notice or defective notice of a meeting unless the director at the beginning of the meeting objects to holding the meeting or transacting business at the meeting; and (2) to consideration of a particular matter at the meeting that is not within the purpose or purposes described in the meeting notice, unless the director objects to considering the matter when it is presented.

1.5 Quorum and Action of Directors. At all meetings of the directors, except when borrowing over \$10,000.00 or issuance of revenue bonds, five (5) of the votes entitled to be cast on a matter by a voting group shall constitute a quorum of that voting group for action on that matter, unless the Act, or a provision of

these bylaws approved by directors, or the Code provides otherwise. There shall be a quorum of seven (7) required for a vote to borrow over \$10,000.00 or to issue revenue bonds. Once a director is represented for any purpose at a meeting, other than solely to object to holding the meeting or transacting business at the meeting, it is deemed present for quorum purposes for the remainder of the meeting and for any adjournment of that meeting unless a new record date is or must be set for that adjourned meeting. If a quorum exists, action on a matter (other than the election of officers) by a voting group is approved if the votes cast within the voting group favoring the action exceed the votes cast opposing the action.

1.6 Adjournment of Meeting. The holders of two-thirds (2/3) of the voting shares represented at a meeting, whether or not a quorum is present, may adjourn such meeting from time to time.

ARTICLE TWO

Officers

2.1 Selection. The Board of Directors at each annual meeting shall, and at any regular or special meeting may, elect a Chairman, a Vice Chairman, and a Secretary and Treasurer. The Chairman shall, be a director. The position of Secretary and Treasurer may be held simultaneously by the same person. All officers, assistant officers, and agents of the Authority shall have such authority, powers, duties, functions, and privileges as provided herein and as provided in the Act. The Board may designate, elect, or appoint a chief operating officer and/or a chief executive officer, each of whom shall be deemed a President or Vice President.

2.2 Chairman of the Board. The Chairman shall preside at all meetings of directors, and when the signature of the Authority is required the Chairman shall possess the power to sign all certificates, contracts, and other instruments of the Authority. The Chairman shall have such other powers and duties as the Board may prescribe from time to time. In the event of the disability of the Chairman, the Vice Chairman shall exercise all the powers and discharge all the duties of the Chairman.

2.3 Vice Chairman. The Vice Chairman shall, in the absence or disability of the Chairman perform the duties and exercise the powers of the Chairman, and shall perform such other duties as shall from time to time be imposed upon any Chairman.

2.4 Secretary. It shall be the duty of the Secretary to keep a record of the proceedings of all meetings of the Board of Directors; to notify the directors of meetings as provided by these bylaws or the Code; to have custody of the seal of the Authority; to affix such seal to any instrument requiring the same; to attest

the signature or certify the incumbency or signature of any officer of the Authority; and to perform such other duties as the Chairman of the Board or the Board of Directors may prescribe. Any Assistant Secretary, if elected, shall perform the duties of the Secretary during the absence or disability of the Secretary and shall perform such other duties as the Chairman of the board, the President, the Secretary, or the Board of Directors may prescribe.

2.5 Treasurer. The Treasurer shall keep, or cause to be kept, the financial books and records of the Authority, and shall faithfully account for the Authority's funds, financial assets and other assets entrusted to the Treasurer's care and custody. The Treasurer shall make such reports as may be necessary to keep the Chairman of the Board and the Board of Directors informed at all times as to the financial condition of the Authority, and shall perform such other duties as the Chairman of the Board or the Board of Directors may prescribe. The Treasurer shall maintain the money and other assets of the Authority in the name and to the credit of the Authority in such depositories as may be designated by the Board of Directors. The Treasurer may provide for the investment of the money and other assets of the Authority consistent with the needs of the Authority to disburse such money and assets in the course of the Authority's business. The Treasurer shall perform the duties of the Secretary of the Corporation in the absence or disability of the Secretary and any Assistant Secretary. Any Assistant treasurer, if elected, shall perform the duties of the Treasurer during the absence or disability of the Treasurer, and shall perform such other duties as the Chairman of the Board, the President, the Treasurer, or the Board of Directors may prescribe.

2.6 Salaries and Bonds. The Board of Directors shall fix the compensation of all officers of the Corporation, unless pursuant to a resolution of the Board the authority to fix such compensation is delegated to the Chairman or to a committee of the Board. The fact that any officer also is a director shall not preclude such officer from receiving a salary or from voting upon the resolution providing the same. The Board of Directors may in its sole discretion, require bonds from any or all of the officers and employees of the Authority for the faithful performance of their duties and conduct while in office.

2.7 Disallowed Payments. Any payments made to an officer of the Authority, such as commission, bonus, interest, rent, or entertainment expense incurred by such officer, which shall be disallowed in whole or in part as deductible expense by the Internal Revenue Service shall be reimbursed by such officer to the Authority to the full extent of such disallowance. It shall be the duty of the directors, as a Board, to enforce payment of the officer of each such amount disallowed. In lieu of payment by the officer, subject to the determination of the directors, proportionate amounts may be withheld from future compensation payments until the amount owed to the Authority has been recovered.

ARTICLE THREE

Indemnification

3.1 Authority to Indemnify. (a) Except as provided in subsections (b) and (c) of this Section 3.1, the Authority shall indemnify an individual made a party to a proceeding because such individual is or was a director against liability incurred in the proceeding, if such director acted in a manner such director believed in good faith to be in or not opposed to the best interests of the Authority and, in the case of any criminal proceeding, such director had no reasonable cause to believe the conduct was unlawful.

(b) The Corporation may not indemnify a director under this Section 3.1:

(1) In connection with a proceeding by or in the right of the Authority in which the director was adjudged liable to the Authority; or

(2) In connection with any other proceeding in which the director was adjudged liable on the basis that personal benefit was improperly received by the director.

(c) Indemnification permitted under this Section 3.1 in connection with a proceeding by or in the right of the Authority is limited to reasonable expenses incurred in connection with the proceeding.

3.2 Mandatory Indemnification. Unless otherwise provided in the Act, to the extent that a director has been successful, on the merits or otherwise, in the defense of any proceeding to which the director was a party, or in defense of any claim, issue, or matter therein, because that individual is or was a director of the Authority, the Authority shall indemnify the director against reasonable expenses incurred by the director in connection therewith.

3.3 Advance for Expenses. (a) The Authority shall pay for or reimburse the reasonable expenses incurred by a director who is a party to a proceeding in advance of final disposition of the proceeding if:

(1) The director furnishes the Authority a written affirmation of such director's good faith belief that such director has met the standard of conduct set forth in subsection (a) of Section 3.1 of these bylaws; and

(2) The director furnishes the Authority a written undertaking, executed personally or on the director's behalf, to repay any advances if it is ultimately determined that the director is not entitled to indemnification under Section 3.1.

(b) The undertaking required by paragraph (2) of subsection (a) of this Section 3.3 must be an unlimited general obligation of the director, but need not be secured and may be accepted without reference to financial ability to make repayment.

3.4 Determination and Authorization of Indemnification.

(a) The Authority may not indemnify a director under Section 3.1 of these bylaws unless authorized thereunder and a determination has been made in the specific case that indemnification of the director is required in the circumstances because the director has met the standard of conduct set forth in subsection (a) of Section 3.1.

(b) The determination shall be made by the Board of Commissioners of Sumter County.

3.5 Indemnification of Officers, Employees, and Agents.

Unless the Act provide otherwise:

(1) An officer of the Authority who is not a director is entitled to mandatory indemnification under Section 3.2 of these bylaws to the same extent as a director; and

(2) The Authority may, in the discretion of the Board of Directors, indemnify and advance expenses to an officer, employee, or agent, who is not a director, to the extent the Board deems appropriate, consistent with public policy.

3.6 Director's Expenses as a Witness. This Article Three does not limit the Authority's power to pay or reimburse expenses incurred by a director in connection with such director's appearance as a witness in a proceeding at a time when such director has not been made a named defendant or respondent to the proceeding.

ARTICLE FOUR

Seal

The seal of the Authority shall be in such form as the Board of Directors may from time to time determine. In the event it is inconvenient to use such a seal at any time, the signature of the Corporation followed by the word "Seal" enclosed in parentheses or scroll, shall be deemed the seal of the Authority. The seal shall be in the custody of the Secretary and affixed by the Secretary on appropriate papers.

ARTICLE FIVE

Amendments

A Quorum of seven (7) members of the Board of Directors may amend the bylaws if the voting requirements provided in Section 1.5 of these bylaws are satisfied, except as provided below.

I hereby certify that the foregoing is a true and correct copy of the Bylaws of SUMTER COUNTY LIVESTOCK AUTHORITY, duly adopted by the Board of Directors of the Authority on the _____ day of _____, 199__.

SECRETARY