

Appointments to Authorities, Boards, Commissions, Committees, and Task Forces

Scope:

1. The Board of Supervisors (BOS) utilizes ad hoc and standing Authorities, Boards, Commissions, Committees and Task Forces (Township Authorized Groups or "Groups") to provide recommendations and assist in fulfilling the Township's functions and required responsibilities.
2. The BOS shall approve appointments to such Groups.
3. The candidates for appointment to vacancies on the Easttown Library Board are recommended by the Library Board and notification is given directly to the BOS. The process and policy that the BOS follows begins at step #6 below.
4. This policy does not apply to elected Township Boards; for example, the Board of Auditors or the Board of Supervisors.
5. Township employees will not be eligible for appointments to the Township Authorized Groups. Township employees may serve as staff liaison to these Groups. "

Procedure:

1. When a vacancy occurs due to term expiration, the Assistant to the Township Manager or designee, will notify the BOS two months prior to the term expiration. When an unexpected vacancy occurs, the Assistant to the Township Manager or designee, will advise the BOS of the vacancy and the remainder of the term.
2. Vacancies will be advertised on the Township web site and the postings will include the basic qualifications and the responsibilities of the position. The posting will also indicate the application process to follow and the deadline to apply. The posting on the website may remain beyond the deadline if the vacancy is not filled and if that is the case, a new deadline for applying may be indicated.
3. All candidates applications received through the posting will be distributed to the BOS. Additionally, any Supervisor may bring a candidate's name forward to the Chairperson of the BOS. The Chairperson would then circulate that candidate's name and resume to the BOS.
4. The Group that has a vacancy may make a timely recommendation to the Chairperson of the BOS and their recommended candidate would also submit an application and resume for distribution to the BOS.
5. A recommendation to the BOS from the Group does not guarantee approval of the candidate. The BOS may decline to approve any candidate for any/or no reason. In the event a recommended candidate is not approved, a new recommendation may be made to the BOS.

6. Upon review of all applications, the Chairperson of the BOS and one of the Supervisor liaisons to the Group that has the vacancy, will recommend to the BOS the candidate to consider.
7. The action to appoint the recommended candidate is placed on the agenda of the next regular monthly BOS meeting.
8. The Assistant to the Township Manager notifies the candidate of their recommended appointment and the date of the upcoming BOS meeting when their appointment would be considered. The recommended candidate is invited to attend the meeting.
9. Upon the approval of BOS at the regular meeting, the approved candidate is notified by the Assistant to the Township Manager and provided with appropriate materials and upcoming meeting schedule for the Group they are joining.

Adopted Date: May 15, 2017
Last Revised Date: October 01, 2018
Last Reviewed Date: