

Mid Term Appointments to Easttown Municipal Authority

Scope:

1. The Pennsylvania Municipality Authorities Act provides that when a current member of the Easttown Municipal Authority (“EMA”) resigns or otherwise vacates their position prior to their term expiration, the EMA is responsible for appointing the resigning or otherwise vacating member’s successor for the remainder of that term.
2. The Board of Supervisors (“BOS”) is responsible for approving appointments to the EMA when a member is appointed to a new term (but not for interim terms, as provided above).

Procedure:

1. If any volunteer who serves on the EMA decides to resign or leave their position prior to their term expiration, they are required to notify the Assistant to the Township Manager (or designee) and provide their date of resignation. At a subsequent BOS meeting, the Township Manager will announce the resignation of the volunteer, as well as the remaining portion of their term.
2. Upon the BOS’ acceptance of the EMA volunteer’s resignation, the Township Manager (or designee) shall post the EMA vacancy on the Township website. The posting shall include the basic qualifications and the responsibilities of the position, along with the position’s submission requirements, as well as the beginning and ending dates for interested volunteers to apply.
3. Once the deadline for submissions expires, the Township Manager shall distribute all EMA candidate submissions and related correspondence that were received by the Township to the Chairperson of the EMA and to the BOS.
4. The EMA Chairperson may decide the process for determining how the EMA desires to select a candidate to fill the vacancy, whether by collectively reviewing the candidates’ submissions and/or optionally conducting interviews of the interested candidates.
5. The BOS Chairperson and one (1) Supervisor liaison to the EMA may review all candidate submissions, and thereafter communicate any recommendation(s) they may have to the Chairperson of the EMA to assist in the selection process.
6. Following completion of the selection process, the EMA Chairperson shall place on the immediately-subsequent EMA meeting agenda an action to appoint the recommended EMA replacement member to serve the remainder of the term.
7. Upon appointment by the EMA, the appointed candidate(s) shall be notified by the Assistant to the Township Manager (or designee). The Assistant to the Township Manager (or designee) shall provide the appointed volunteer(s) with appropriate background materials, contact lists, and the upcoming EMA meeting schedule.
8. The Assistant to the Township Manager (or designee) will promptly notify, in writing, all of the candidates who applied, but were not selected to fill the EMA vacancy, thanking them for their interest and willingness to serve.
9. In the unfortunate situation where a volunteer serving on the EMA passes away while serving on the EMA, the Township Manager (or designee) shall advise the BOS at a BOS meeting and the EMA Chairperson of the passing. Thereafter, procedural steps 2-8 (above) shall be followed for such EMA appointments.

Date Adopted:
Revised Date:
Last Revised Date:
Last Reviewed Date: