

Appointments to Township Authorized Groups

Scope:

1. The Board of Supervisors (“BOS”) utilizes standing Authorities, Boards, Commissions, and Committees (“Township Authorized Groups” or “Groups”) to provide recommendations and to assist in fulfilling the Township’s functions and required responsibilities.
2. The BOS is responsible for the approval of all appointments to such Groups. Only residents of Easttown Township shall be appointed to these such Groups, unless otherwise authorized by law.
3. The BOS may decline to approve candidates for any/or no reason whatsoever, but will not discriminate on the basis of race, religion, color, natural origin, ancestry, physical disability, mental disability, medical condition, marital status, gender or sexual orientation.
4. This Policy does not apply to elected Township Boards; for example, the Board of Auditors or the Board of Supervisors.
5. This Policy does not cover mid-term appointments to the Easttown Municipal Authority (“EMA”) when a current EMA member resigns or otherwise vacates their position prior to their term expiration, as the Pennsylvania Municipality Authorities Act states that, when such a vacancy occurs, the EMA is responsible for appointing the replacement for the remainder of the term.
6. Township employees, even if a Township resident, are not eligible for appointment to the Township Authorized Groups. Township employees may serve as staff liaisons to these Groups.
7. In order to provide opportunities to as many residents as possible, volunteers shall serve on only one Township Authorized Group at a time.

Procedure:

1. Prior to the first October BOS meeting, the Assistant to the Township Manager (or designee) will contact those volunteers whose terms are expiring to notify them of their expiring term. If the volunteer whose term is expiring is interested in continuing to serve, they shall be advised by the Assistant to the Township Manager or designee to make a submission when the vacancy is posted on the Township website. Failure of the volunteer to make such a submission shall disqualify them from being appointed.

2. At that first BOS regular meeting in October, the Township Manager will announce the available volunteer positions due to term expirations, and indicate that such position openings will be posted 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 will distribute to the BOS all the candidate submissions and related correspondence that were received by the Township.
4. The Township Manager will then contact the Chairperson of the Township Authorized Group that has the vacancy and provide them with the related candidate(s) submissions and associated correspondence. The Township Manager will indicate to the Chairperson of the Township Authorized Group when a recommendation from their Group, should they chose to make one, be submitted to the Township Manager. The Group who has the vacancy can decide to make a recommendation by reviewing the candidates' submissions and/or optionally conducting interviews of the candidates. The Township Manager should advise the Chairperson of the Group that a recommendation from the Group does not guarantee approval by the BOS of their selected candidate(s).
5. The BOS Chair and one Supervisor liaison to the Group with the vacancy will review all candidate submissions, consider any recommendations received from the Group with the vacancy, and identify the candidate(s) they recommend for BOS appointment.
6. Since there are no Supervisor liaisons to the Vacancy Board, the Emergency Management Organization or to the Zoning Hearing Board, when vacancies occur on the Vacancy Board or on the Zoning Hearing Board, two Supervisors, as publicly designated by the BOS, will review all candidate submissions received for any such vacancy, consider recommendations from the Board having such vacancy, and identify the candidate(s) they recommend for BOS appointment.
7. All recommended actions to appoint candidate(s) are promptly placed on the agenda of a BOS meeting.
8. Upon appointment by the BOS, the appointed candidate(s) is notified by the Assistant to the Township Manager (or designee). The Assistant to the Township Manager (or designee) provides the appointed volunteer with appropriate background materials, contact lists, and the upcoming meeting schedule for the Group to which they were appointed.
9. The Assistant to the Township Manager (or designee) will promptly notify, in writing, all of the candidates who applied to thank them for their interest and willingness to serve.

10. If any volunteer who serves on a Township Authorized Group, decides to resign from 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 BOS meeting, the Township Manager will announce the resignation of the volunteer and the remaining portion of their term. Upon acceptance of the volunteer's resignation by the BOS, the Township Manager will post the vacancy position 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. Procedural steps 3 through 9 (above) shall be followed for such appointments.
11. In the unfortunate situation where a volunteer serving on a Township Authorized Group passes away while serving on a Township Authorized Group, the Township Manager will advise the BOS at a BOS meeting. Upon notification, the Township Manager will post the vacancy position 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. Procedural Steps 3 through 9 (above) shall be followed for such appointments.
12. In the case of a mid-term vacancy on the EMA, the Township Manager will distribute all the candidate submissions and related correspondence that were received by the Township to the Chairperson of the EMA and the BOS. 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. 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. 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. Upon appointment by the EMA, the appointed candidate(s) is notified by the Assistant to the Township Manager (or designee). The Assistant to the Township Manager (or designee) provides the appointed volunteer with appropriate background materials, contact lists, and the upcoming meeting schedule for the EMA. The Assistant to the Township Manager (or designee) will promptly notify, in writing, all of the candidates who applied to thank them for their interest and willingness to serve.

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