

OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. 9 of 2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS,
ALLEGHENY COUNTY, PENNSYLVANIA, ESTABLISHING AN APPOINTMENT POLICY
FOR AUTHORITIES, BOARDS, COMMISSIONS AND ADVISORY COMMITTEES

WHEREAS, the Town Council of the Town of McCandless regularly appoints qualified electors and/or residents of the Town to positions on various Town Authorities, Boards, Commissions and Advisory Committees; and

WHEREAS, Town Council wishes to establish an appointment policy to ensure that the most qualified individuals are identified to serve in such roles.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of McCandless as follows:

Section 1.

The Town Council of the Town of McCandless hereby adopts the Appointment Policy attached hereto as Exhibit A and incorporated herein by reference.

Section 2.

Any resolutions in conflict with this Resolution shall be repealed to the extent of such conflict.

Section 3.

This Resolution shall become effective upon adoption.

Motion made by Councilmember LeDonne, seconded by Councilmember Mertz, and this resolution is adopted this 23 day of May, 2016.

ATTEST:


Secretary

TOWN COUNCIL
TOWN OF McCANDLESS


President

EXHIBIT A
APPOINTMENT POLICY

1. An application form for positions on Authorities, Boards, Commissions and Advisory Committees appointed by Town Council and information about these positions will be available at Town Hall and on the Town website.
2. Applications will be accepted at any time for any position. Acknowledgement of receipt of an application will be sent within seven (7) business days. Applications **will** be kept on file at the Town Hall for up to two years from the date of receipt.
3. When a vacancy occurs, the position will be posted on the Town website for thirty (30) days, unless a shorter or longer period is determined by Council. Advertisements can also be placed in other Town publications such as the Town Crier and eNews (**McMail**), if feasible within the thirty-day time period.
4. Applications may be submitted in person at the Town Hall, by mail or electronically to the Town Manager before the posted deadline.
5. Town Council will conduct an interview with qualified individual applicants for vacancies at the convenience of the applicant and Council soon as feasible.
6. Appointments will be made following the interview by majority vote of Town Council.
7. Successful appointees will be notified within one week of appointment.
8. Reappointments will be considered by Town Council upon consultation **with** the applicant and Council Liaison or Council Committee Chair as applicable.
9. Those appointed to positions after June 1, 2016, may hold no more than two appointed positions at one time.
10. Full descriptions, responsibilities and lengths of terms for Authorities, Boards, Commissions and Advisory Committees, as well as the names of appointees, appointment dates and term expiration will be posted on the Town website in the appropriate location.