

OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. 2 of 2018

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS,
ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING THE TOWN'S APPOINTMENT
POLICY FOR AUTHORITIES, BOARDS, COMMISSIONS AND ADVISORY COMMITTEES,
RESOLUTION No. 25 OF 2016, WITH RESPECT TO REAPPOINTMENT OF INCUMBENT
APPOINTEES**

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 amend Resolution No. 9 which established its appointment policy to clarify its procedure regarding incumbents.

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 amends the Appointment Policy by amending **current Sections 4 and 9 and adding Section 11** in the attached Exhibit A, with such changes shown in bold 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Any resolutions in conflict with this Resolution shall be repealed to the extent of such conflict.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 Zachary, seconded by Councilmember Powers, and this resolution is adopted this **26th** day of **February, 2018**.

ATTEST:

Alecia M. Coker
Secretary

TOWN COUNCIL
TOWN OF McCANDLESS

Tim S. Morrison
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) 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. Incumbents will be invited to be considered for re-appointment by the appropriate Town Council Committee Chair or liaison unless Town Council determines otherwise. An incumbent seeking re-appointment will complete the Town's application form, submit an updated resume if the incumbent desires and schedule an interview with Town Council through the Town Manager's Office. No incumbent shall be reappointed for more than two (2) consecutive terms unless the Town receives no other applications from a qualified applicant as determined by Town Council.
5. Applications may be submitted in person at the Town Hall, by mail or electronically to the Town Manager before the posted deadline.
6. Town Council will conduct an interview with qualified individual applicants for vacancies at the convenience of the applicant and Council as soon as is feasible.
7. Appointments will be made following the interview by majority vote of Town Council.
8. Successful appointees will be notified within one week of appointment.
9. Those appointed to positions after June 1, 2016, may hold no more than one appointed position at a time. Any incumbent currently serving may serve out their term.
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.
11. Unless otherwise specifically stated by a board's governing documents that a Council member must hold a position, all authorities, boards and commissions shall be resident positions not available to Council members unless no qualified resident applies. Councilmembers may only hold a position on an advisory committee of a temporary or ad hoc nature, or upon resignation continue to hold a position, until replaced.