

**OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. 14 OF 2017**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA, ESTABLISHING A FINANCIAL DEVELOPMENT AND PROMOTIONAL COMMITTEE (FDPC) TO TOWN COUNCIL TO SUPPORT THE MISSION STATEMENT OF THE McCANDLESS/NORTHERN ALLEGHENY HERITAGE CENTER IN ACCORDANCE WITH THE CORE DOCUMENTS GOVERNING THE HERITAGE CENTER.

WHEREAS, Section 410 of the Charter of the Town of McCandless authorizes Town Council to appoint advisory committees for such purposes as may be specified by Council, and

WHEREAS, Town Council wishes to support the mission statement and Core Documents governing the McCandless/Northern Allegheny Heritage Center (Heritage Center) and intends to appoint an advisory committee called the Financial Development Committee (FDPC) annunciated in the core documents adopted by Town Council in April 2017 which govern the Heritage Center.

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

1. An advisory committee called the Financial Development and Promotional Committee (FDPC) is hereby created by Town Council.
2. The FDPC shall consist of seven members who are Town residents appointed by Town Council, serving a staggered four year term, plus a councilmember who serves as a liaison and is a non-voting member and an official member of the committee. Members shall be selected in accordance with the Town of McCandless Appointment Policy upon adoption of this resolution unless otherwise approved by a majority of Town Council. One member shall be selected from each ward of the Town. In absence of an applicant from a particular ward, Council may appoint a resident from another ward.

The members of the FDPC shall receive no remuneration.

3. Appointees will help to plan, coordinate and execute Heritage Center events. Appointees must complete an orientation of approximately three hours prior to their initial attendance at an FDPC meeting.
4. All FDPC meetings, procedures, protocols and actions shall be consistent with the Town's Home Rule Charter, Town Ordinances and policies, local, Pennsylvania Sunshine Act and all other state, and federal laws and any amendments to them as may be enacted from time to time.
5. The members of the FDPC shall elect a chairperson and a vice chairperson and treasurer annually at the FDPC's first meeting of the calendar year.

6. The chairperson shall preside at all meetings of the FDPC, decide all points of order or procedures and perform all duties in accordance with this resolution or Robert's Rules of Order as appropriate. The vice chairperson shall preside in the absences of the chairperson. Vacancies for chairperson, vice chairperson or treasurer created by any cause shall be filled for the unexpired term by a new election. Such election shall take place at the next regularly scheduled meeting of the FDPC.
7. FDPC Agendas and minutes shall be posted on the Town's media including the Town's electronic viewing sites. Meeting agendas shall be posted at least 5 working days prior to the meeting. The Town may provide assistance from Town administrative staff with the approval of the Town Manager. The Town staff shall keep notes of the meeting and perform necessary correspondence as required. A copy of the minutes shall be provided to Council and posted timely, as other committee minutes are posted which is ordinarily within 10 working days.
8. The Town Finance Officer or designee will account for any funds in a format approved by the Town Manager. The treasurer shall be bonded under the Town's insurance policy.
9. The FDPC shall meet every other month (or as needed) as determined by the FDPC with the concurrence of the Town Manager or designee. All meetings are public. The schedule of meetings should be determined and submitted to the Town Manager by September 30 of each year.
10. The FDPC shall develop programs, event and activities to raise funds to support and promote the Heritage Center. They may develop a ways and means agenda to achieve this goal, which may be revised as needed and presented to Council in written form annually as long term plans for Council's approval.
11. The Committee shall report to Town Council following each meeting through a liaison appointed by the Council President. Its financial status shall be monitored and reported to Town Council monthly by the Town Manager or designee.
12. Fund raising activities must have the prior written approval of Council on the attached form.
13. Funds raised by the FDPC shall be allocated to the Heritage Center as follows: fifty percent (50%) toward capital improvements and fifty percent (50%) toward operations.
14. The Town Attorney or his/her designated representative shall be legal counsel for the FDPC.
15. A quorum necessary for the transaction of business shall consist of four members of the FDPC.
16. Any action by the FDPC requires a majority of those present.
17. There shall be no proxy voting at the FDPC meeting, nor can proxies be extended for the purpose of establishing a quorum at any FDPC meeting.


Motion made by Council member Powers, seconded by Council member Walkauskas, and this resolution is adopted this **28th** day of **August, 2017**.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS



Secretary



President