

Lower Macungie Township Board of Commissioners Board/Committee/Commission Appointment Policy

The following policy and procedures are hereby established to ensure the process by which the Board of Commissioners' (Board) appoint Township residents to various Boards, Committees, and Commissions (B/C/C) is fair, transparent, and widely publicized to the public at large. By adhering to this appointment policy, the Board can successfully draw upon the vast wealth of talent and experience among our Township residents.

1. The Township Secretary shall maintain a list of current B/C/C members with corresponding members' terms and term expiration dates. The information shall be posted on the Township website.
2. Within 90 days of an upcoming vacancy, the Township Secretary shall advise the Board of such vacancy. In the event of a resignation, the default vacancy date shall be 90 days from the date the Township is notified in writing of said resignation.
3. The Township Secretary shall advertise information regarding the vacancy on the Township website, via e-mail, or other appropriate means, along with instructions and notice of deadline to accept applications. The vacancy may be advertised in a newspaper of general circulation at the discretion of the Board.
4. The deadline to receive applications is not later than 30 days prior to the date of vacancy.
5. The Township Secretary shall contact eligible incumbents whose terms are about to expire to determine his or her continuing desire to serve. If the eligible incumbent wishes to be considered for reappointment, he or she shall submit an updated volunteer application for the Board's consideration. If the incumbent is not interested in being considered for reappointment, the Township Secretary shall request the incumbent to indicate such desire in writing.
6. The Township Secretary shall contact applicants already on file to determine their continuing desire to apply for the B/C/C vacancy. Applicants wishing to be considered may update their applications as long as it is received by the deadline.
7. The Township Secretary shall forward applications for the vacancy being considered to the Board and B/C/C Chairman as the applications arrive.¹
8. The Board Committee and B/C/C Chairman or Vice-Chairman (Nominating Committee Chairman in the case of Library Board appointments) shall review the applications at their next scheduled public meeting. Personal interviews with applicants (in person, over the phone, or through electronic communications) are required for appointments to the Planning Commission and Zoning Hearing Board; interviews for incumbents are up to the discretion of the Committee Chair². For all other B/C/C appointments, interviews are recommended and encouraged, but not required.
9. After all applications have been reviewed, the Board Committee (Nominating Committee Chairman in the case of Library Board appointments) shall recommend one applicant per vacancy to the full Board of Commissioners for consideration at their next public meeting.³

¹ Amended June 19, 2014

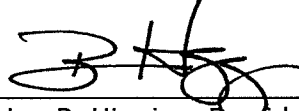
² Amended April 3, 2014

³ Amended August 1, 2013

10. ⁴If a Board Committee Member is an applicant for a vacancy, he/she shall recuse themselves from the voting, application review and/or interview process. The appropriate B/C/C Chairman or Vice-Chairman shall assume the voting responsibility.
11. The Board shall consider appointing the recommended applicant, however, individual Commissioners retain the right to nominate from the floor an applicant other than the recommended applicant, provided the application was received by the application deadline. All votes on B/C/C appointments shall be made by voice vote.
12. After approval by majority vote of the Board (three/fifths vote required for Library Board appointments), the Secretary shall notify appointed applicants in writing of their appointment, including the length of the term and date of the next B/C/C meeting to which they are appointed.
13. Numbers 3 through 7 of this policy shall not apply to vacancies on the Lower Macungie Library Board of Directors. The Board shall adhere to the nominating process as outlined in the Lower Macungie Library By-Laws.

DULY ADOPTED this 3rd day of December, 2015, by the Board of Commissioners of Lower Macungie Township, in lawful session duly assembled.

LOWER MACUNGIE TOWNSHIP
BOARD OF COMMISSIONERS



Brian P. Higgins, President

Attest:



Renea Flexer, Secretary



⁴ Amended December 3, 2015