



Advisory Boards

Policy and Procedures

February 2013

West Norriton Township

Township Advisory Boards Policy and Procedures

I. Committees

West Norriton Township is a first class Township governed by a Board of Commissioners. West Norriton is consistently working to improve the way the public relates to the Board of Commissioners and how the Commissioners reach out to and encourage citizen involvement. The Code and State legislation allow the board to enlist the capabilities of citizens of the municipality through the creation of authorities, boards and commissions. Although some of these entities are mandatory, such as a zoning hearing board if your township has enacted a zoning ordinance, many others are permissive. The concept of authorities, boards and commissions not only allows the governing body to draw on citizens with particular expertise, but also provides a channel for citizens to become more directly involved in their government.

West Norriton Township's boards, commissions, committees and task forces provide an invaluable service to the Township. These advisory boards originate from different sources. Some of these are established by ordinance while others are established by resolution or motion of the Commissioners, and it is the discretion of the Board as to whether or not an advisory board should be established, other than those required by State law.

The procedures governing all committees of the Board, and all boards, commissions, committees and task forces established by the Board or involving a Commissioner, shall be as follows:

- a) All standing committees shall be established or provided by resolution. See Exhibit A for current standing committees.
- b) All other Commissioner boards, committees, commissions and task forces shall be established by Board directive. Such committees shall be subject to periodic review so as to determine whether the committee and its function continue to be appropriate and necessary.
- c) Boards, committees, commissions and task forces shall make a recommendation, when appropriate, on proposed ordinances, resolutions, motions or topics within their area of responsibility or interest, before action is taken by the Board of Commissioners. The appropriate spokesperson shall present the recommendation(s) which could lead to final action during the discussion of the business item on the Board agenda.

II. General Rules

A. Definition

- a) An "Advisory board" means any board, committee, commission or task force created by Board of Commissioners to give advice on subjects and perform such other functions as prescribed by the Commissioners.

B. Purpose and Application

The purpose of this section is to establish general provisions applicable to all Advisory Boards. The provisions of this policy govern Advisory Boards unless otherwise specifically provided by ordinance, motion

or resolution of the Board of Commissioners, or as may be required by State law. In establishing an Advisory Board, the Board shall consider the following:

Scope of work, and clear task description

- 1) Term of Board- sunset provision
- 2) Membership, nomination and confirmation process, and residency or other special member requirements
- 3) Place of Board within the Township structure- who does Board report to?
- 4) Board member liaison (if any)
- 5) Time frames for Board action on tasks
- 6) Staffing (if any) for Board, and which Township department bears any staffing responsibility or expense for Board
- 7) Any other matters appropriate to the Board's work.

C. Scope of Work

- 1) Each Advisory Board, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the Board of Commissioners to determine its effectiveness. The statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.
- 2) Each Advisory Board shall develop a scope of work, within the jurisdiction and area of responsibility consistent with the Board of Commissioners action forming the Board.

D. Membership and Residency Requirements

The number of members and any specific qualifications of each Advisory Board shall be set forth by resolution of the Board of Commissioners.

Unless otherwise specifically provided by applicable action of the Commissioners, or as may be required by State law, the following procedures and requirements apply to all members of each Advisory Board:

- a) Each person at the time of nomination and continuing uninterrupted thereafter while serving on an Advisory Board, shall be a resident of and/or work in West Norriton Township
- b) Each confirmation motion by the Board shall include an ending date and term for the position to which the person is appointed and such information shall be entered in the Board minutes.
- c) Applications of citizens not recommended for appointment to an Advisory Board will be filed in the Office of the Township Manager for reconsideration whenever a position becomes available consistent with the applicant's qualifications or interest.
- d) Excessive absenteeism, excluding illness or required travel, is cause for removal of an Advisory Board member. Three consecutive absences will be considered resignation from the body unless prior to the third absence, the member has requested and been granted, an excused absence.

E. Conflicts of Interest

If any members of an Advisory Board conclude that they have a conflict of interest or an appearance of fairness with respect to a matter pending before the Board, they shall disqualify themselves from participating in the deliberations and the decision-making process.

F. Liaisons and Representatives

A Board of Commissioners' representative may be available to each Advisory Board for the purpose of

providing a constructive relationship between the Board of Commissioners and the Advisory Board without implying direction, review or oversight of the activities of the Advisory Board.

G. Procedures, Records and Minutes

Rules of order not specified by statute, ordinance or resolution shall be governed by *The Robert's Rule of Order Newly Revised- 10th Edition* (published by Scott, Foresman and Company), as the same may be amended or updated. The Advisory Board may adopt supplemental rules of procedure. The Advisory Board shall provide for the taking of minutes and maintaining the records of all regular and special meetings.

H. Meetings

Each Advisory Board shall hold regular meetings at such times and places as is deemed advisable or as provided for in the action establishing the Board.

I. Communications to the Board of Commissioners

Expressions of an Advisory Board's position, recommendation or request for any action shall be in form of a resolution, motion or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication. This shall be directed to the Board of Commissioners and the Township Manager.

J. Compensation and Reimbursement of Expenses

Members of the Advisory Boards shall serve without compensation unless noted in the action creating the Board.

Exhibit A

Advisory Boards West Norriton Township

- Civil Service Commission
- Construction Codes Board of Appeals
- Planning Commission
- Parks and Recreation Board
- Zoning Hearing Board
- Government Study Committee
- Open Space Committee



West Norriton Township

1630 West Marshall Street
Jeffersonville, PA 19403
(610) 631-0405

APPLICATION FOR OPEN TOWNSHIP ADVISORY BOARD POSITION

Application for: _____ Board/Commission/Committee

1. Name: _____
2. Address: _____
3. Phone: Home: _____ Cell: _____
Work: _____ E-mail: _____
4. Township Resident Yes _____ No _____ How Long? _____
(or)
Property/Business Owner Yes _____ No _____ How Long? _____
5. Please list any previous Township appointments or offices:

6. Please list any relevant employment or professional activities:

7. Other community affiliations or activities you feel would be a benefit to this position:

8. Are you aware of the meeting schedule for this Board/Commission/Committee, and are you available to attend regularly scheduled meeting?
Aware of schedule?: Yes _____ No _____
Can attend?: Yes _____ No _____ Unsure _____
9. Why are you interested in serving on this Board/Commission/Committee?

10. What talents or experience would you bring to this position?

11. What are your primary interests in Township Government and Township services?

12. Any other comments or information you wish to provide to the Board consideration:

Signature

Date

Thank you for your interest in serving as a volunteer Board/Commission/Committee member.

Appointments to Advisory Boards, Commissions and Committees are nominated and confirmed by consent of the full Board of Commissioners. If you are applying for a specific and currently open position, you will be notified by the Township Manager's Office following the application deadline whether you are being nominated.

If you are submitting an application to be considered in the future as openings occur, you will be contacted by Township staff when the vacancy is announced in order to confirm your interest in this specific opportunity.