

UPPER MERION TOWNSHIP

POLICY AND PROCEDURE

No. A1-124.03 Supersedes: A1-124.02

Effective: November 13, 2003 Page: ALL Section: _____

Page: 1 of 7 Dated: January 1, 2003

Department: TOWNSHIP WIDE

Subject: CITIZEN BOARDS

I. PURPOSE

To set forth the administrative and operating guidelines for the appointed citizens board and staff liaisons to ensure compliance with State statutes and Township policies and procedures.

II. POLICY

It is the policy of Upper Merion Township that members of the appointed citizen boards, commissions, committees and authorities and their respective staff liaisons are required to abide by these procedures in the performance and the carrying out of their responsibilities. All staff liaisons shall have a basic knowledge and background to the board, commission, committee and authority to which a staff member is assigned.

III. BOARDS, COMMISSIONS, COMMITTEES, AUTHORITIES

A. Appointed Citizen Board - (Including Ad Hoc Boards)

1. Economic and Community Development Committee
2. Environmental Advisory Council
3. Fire and Rescue Services Board
4. Library Board of Directors
5. Media Communications Advisory Board
6. Park and Recreation Board
7. Pension Advisory Board/Health and Welfare Board of Trustees
8. Planning Commission
9. Police Citizen Advisory Board
10. Shade Tree and Beautification Commission
11. Zoning Hearing Board

B. Appointed Authorities - Authorities are also governed by State statutes and incorporated.

1. Upper Merion Transportation Authority
2. Upper Merion General Authority
3. Upper Merion Municipal Utility Authority

C. Elected Citizen Boards

Board of Auditors

IV. PROCEDURES

A. Annual Re-Organization of the Citizen Board

1. All citizen boards will re-organize in January each year, as mandated by the Second Class Township Code.
2. When a citizen board meets in February for the regular monthly meeting, this meeting will be changed to January, to ensure re-organization and compliance with State Law.

B. Regular Meetings of Citizen Board

All meetings will be held in accordance with the advertised meeting schedule approved at the Annual Re-Organization Meeting.

1. Agendas:

The staff liaison and citizen board chairman shall prepare an agenda for each meeting. Agendas shall be distributed to each member, the Board of Supervisors Liaison, Township Manager's Office, Public Information Officer and Township Receptionists. Agendas shall also be placed on the Township website calendar.

2. Cancellations:

- a. Inclement Weather or Emergency: When weather conditions and/or other circumstances necessitate cancellation of an advertised meeting, the Chairman of the citizen board or Township Manager is responsible for the cancellation of the meeting. The Chairman shall set a date to reschedule a meeting.

- b. Cancellation of Meeting by Chairman of Citizen Board:
Cancellation for any other reason shall be the
responsibility of the Chairman.

C. Meeting Minutes and Minute Books

1. Minutes recording the business conducted and actions taken at the meeting will be prepared by the citizen board secretary, recording secretary or chairman's designee for each meeting of the citizen board.
2. When no formal action is taken due to lack of a quorum, a statement will be prepared to reflect this and placed in the Minute Book.

D. Member Resignation

When a member determines he/she can no longer fulfill his/her responsibilities on the citizen board, he/she will submit a letter of resignation to the Board of Supervisors. The Board of Supervisors will take official action on the letter of resignation at a Business Meeting.

E. Joint Meeting with Board of Supervisors

The citizen board will have a Joint Meeting with the Board of Supervisors each year. The date will usually be on the regular monthly meeting night of the citizen board, unless otherwise requested by the Board of Supervisors. The date and time will be selected by the Manager's Office in coordination with the Staff Liaison with approval by the Board of Supervisors. The Citizen Board Chairman and Staff Liaison shall be responsible to prepare an agenda for the joint meeting.

F. Attendance Record

1. Attendance record of all citizen board members will be reflected in the Meeting Minutes.

G. Appointments/Re-Appointments

1. Appointments/re-appointments are normally made at the Board of Supervisors Re-Organization meeting in January of each year.

2. Following the announcement the Manager's secretary will send an official letter to the appointees, including the name of the citizen board, date of term expiration and date of next meeting.
3. A copy of this letter will be forwarded to the Staff Liaison and Chairman of the respective citizen board.

H. Missions and Assignments - Refer to Exhibit A attached.

V. RESPONSIBILITIES

A. Staff Liaison

1. Confirm date and time of Annual Re-Organization Meeting to Manager's secretary on or before December 20th.
2. Submit all re-organization meeting information to Manager's secretary.
3. Record all business conducted and actions taken at the citizen board.
4. Upkeep and maintenance of citizen board Minute Book(s) in accordance with Section IV C3.
5. Maintain attendance record of all citizen board members in accordance with Section IV G.
6. Coordinate with Manager's office the date and time of Joint Meeting with Board of Supervisors.
7. Attend annual re-organization meeting, regular monthly meeting(s), joint meeting with Board of Supervisors and any other meetings of citizen board as necessary.
8. To coordinate the date and time of annual Joint Meeting with Manager's Office.
9. To notify the citizen board members of the date and time of the Joint Meeting.

10. To attend the Joint Meeting.
11. The citizen board will prepare an agenda for preview by the Board of Supervisors prior to the meeting.
12. Ensure that meeting minutes are recorded and included in a bound minute book. This is the official and permanent record of all business conducted and actions taken at a meeting.
13. Ensure that all minutes are signed.
14. Ensure maintenance of the minute books; that is, all minutes are entered into minute book after approval.
15. Ensure that minutes books are retrieved, when necessary, from the safe in the Administration Department and returned to the safe upon completion of the work assigned.
16. Staff liaison shall notify all citizen board members, Supervisor Liaison, Manager's Secretary, and the Assistant to the Township Manager of the cancellation and reschedule date; prepare and process legal ad rescheduling the meeting after checking with the Assistant to the Township Manager regarding a meeting room assignment. Signs announcing a meeting cancellation will be posted on the meeting room door, Township bulletin boards, entrance/exit doors of the Township Building and notification given to the Public Information Officer and all receptionists. Cancellation shall also be noted on website calendar.
17. Ensure that there is a record of each meeting, and the minutes are placed in a bound Minute Book.
18. By the end of November each year, staff liaison will provide the Manager's Secretary with the attendance record of the respective citizen board members. The record will include the name of the member, number of meetings held by the citizen board within the last eleven (11) months and the number of meetings each citizen board member attended.

B. Manager's Secretary

1. Legally advertise all Annual Re-Organization Meetings of citizen boards following submission of date and time information from Staff Liaison by the date specified in Section IV, A.
2. Prepare an annual Citizen Boards Master listing on or before March 1st and distribute same to staff and Citizen Boards. Update list and distribute as necessary.
3. Coordinate citizen board meeting attendance information and prepare recap report memo to Board of Supervisors as per Section IV, G.
4. Prepare letters of expiration and interest to citizen board members as per Policy and Procedures.
5. Prepare memo to Board of Supervisors regarding re-appointments for Board of Supervisors Annual Re-Organization.
6. Meeting and send all follow-up letters as required from re-appointment/appointments to citizen board.
7. Prepare and maintain all citizen board membership correspondence files needed for accurate reporting and administration of the citizen board program.
8. By the end of November each year, the staff liaison will provide the Manager' Secretary with the attendance record of the respective citizen board members. The record will include the name of the member, number of meetings held by the citizen board within the last eleven (11) months and the number of meetings each citizen board member attended.

C. Assistant to the Township Manager

1. Coordinate placement and storage of Citizen Board Minute Books in Administration Department safe.
2. Review all citizen board Minute Books to ensure compliance with Section IV, C.

3. Prepare schedule for Joint Meetings with the Board of Supervisors and citizen boards and advertise same.

D. Citizen Board Chairman

1. Prepare agenda for regular, special and joint meetings with staff liaison.
2. Prepare quarterly report to the Board of Supervisors outlining activities, accomplishments, recommendations and requests for policy direction.

APPROVED: _____ DATE: 11/13/2003

TO BE REVIEWED: As Necessary

DISTRIBUTION: Township Manager, All Department Heads