



BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 ● Phone 215-862-3347 ● info@NewHopeBorough.org

ADVISORY BOARD APPLICATION

Application for: _____
(Name of Board, Commission or Committee)

Name: _____ E-Mail: _____

Address: _____

Preferred Phone: _____ Alternate Phone: _____

If this Board, Commission or Committee requires a specific type of membership (ie: Regular or Alternative), please indicate the status you are seeking:

List any public service experience supporting your candidacy.

State your interest in requesting this position, i.e., How you will contribute to the welfare of New Hope, if appointed.

How were you informed of this open position?

Additional information supporting this application process.

- A. Appointees to most statutory boards, either by law or by Ordinance, must be Borough residents.
- B. Appointees to statutory boards must file an annual State Ethics Act Disclosure Form.
- C. Members should attend at least 75% of scheduled meetings.

Candidate Signature: _____ Date: _____

Submit Application, Resume and Cover Letter (resume and cover letter preferred, however not necessary) to:

**Borough Manager
New Hope Borough
123 New Street
New Hope, PA 18938**

EXHIBIT A
A POLICY FOR RECRUITMENT, SELECTION, RETENTION, AND REMOVAL
OF MEMBERS OF ADVISORY BOARDS

A) Advisory Boards

The successful management of New Hope Borough is a complex task requiring the efforts of many individuals - elected and appointed. The Borough Code and other state laws allow the Borough Council to enlist the capabilities of New Hope Borough citizens and others through the establishment of advisory boards, committees, and commissions ("Boards"). Although a few Boards are mandatory, such as the Zoning Hearing Board, and the Civil Service Commission, most are permissive. These Boards typically include, but are not limited to:

Civil Service Commission	Zoning Hearing Board
Human Relations Commission	Revitalization Committee
Historic Architectural Review Board	Shade Tree Commission
Planning Commission	Uniform Construction Code Board of Appeals
Park & Recreation Board	

The members of New Hope Borough Boards serve without compensation, and members of most Boards are required to live in the Borough (e.g., Zoning Hearing Board, Planning Commission, Civil Service Commission, Shade Tree Commission, Vacancy Board, and Park and Recreation Board). Other Boards, such as the Police Pension Board, Revitalization Committee, the Historic Architectural Review Board, the Human Relations Commission, and the Uniform Construction Code Board of Appeals, allow a mix of residents and non-residents. Each Board has an appointed term of office, and each appointment, Regular or Alternate, requires approval by Borough Council at a public meeting.

B) Recruitment and Selection Procedures

The Borough's screening process for recruitment and selection of volunteers to serve on local government Advisory Boards is designed to identify candidates with a strong interest in their community, a willingness to contribute the necessary hours, and the ability to improve local government services and programs.

The following procedures are established to provide an open and transparent selection process in order to provide Borough Council and the community with appropriate information to determine the qualifications of candidate or Board positions.

1) Advertise Position - Borough Manager

Publicly advertising a vacancy ensures that a large pool of potential candidates will be informed of the position. Positions shall be advertised at Borough Hall and on the New Hope Borough website, as well as distributed to the organizations comprising the Borough's Civic Sector Task Force (or successor Council committee).

2) Application for Candidacy - Candidate

Candidates shall submit to the Borough Manager an Application for Candidacy, which identifies the candidate's qualifications and reasons for wanting to be considered for appointment to a particular Board. Resumes and cover letters are preferred. The candidate is encouraged to attend the Council meeting where the application is being considered.

3) Documentation to Borough Council and Advisory Board Chairs - Borough Manager

The Borough Manager will circulate the *Application for Candidacy* form to Borough Council and to the Chair of the Advisory Board to which the applicant is applying within 5 days of receipt. The appointed Council Liaison will contact the Chair of the Advisory Board, to which the applicant is applying, for the purposes of reviewing the credentials of the applicant(s). Although the ultimate recommendation to

Council is the responsibility of the Council Liaison and the Chair of the Advisory Board, the Chair has the discretion to appoint two other Board members to join in the selection process. Every effort will be made to ensure the applicant demonstrates adequate knowledge and commitment to accomplish the goals and objectives of the Board to which the applicant is applying.

Council members, Council Liaisons, and Chairpersons of Advisory Boards shall use the following criteria as a guide in evaluating candidates.

- i. **Knowledge of Municipal Government** - When ranking equally qualified applicants, the Council shall consider background experience and knowledge of the municipal process as appropriate to the position in reaching its recommendations or decisions.
- ii. **Contributive Potential** - Council shall evaluate the potential contribution that each applicant may make if appointed to a Board. Criteria to guide the Council in its evaluation may include:
 - a. Ability to communicate verbally as well as in written form
 - b. Desire to perform public service
 - c. Ability to express ideas, concepts, or philosophies
 - d. Desire to participate in the decision-making process
 - e. Technical knowledge of, or previous experience in, the area of a Board's responsibilities
 - f. Demonstrated verbal or behavioral respect for other Board members, members of Council and applicants who may appear before them

Council may vote on the appointments at the next regularly scheduled Council meeting, or may schedule some or all of the appointments for a future public meeting. There is no obligation to fill a vacancy until Council approves a qualified applicant. Each applicant shall be notified by email by the Borough Manager of the decision of the Council. The Chairperson of the Board, concerned with the Council decision, shall also be advised.

C) Regular and Alternate Members

Some Boards, such as the Shade Tree Commission, Civil Service Commission, and the Zoning Hearing Board provide for Alternates. Alternate members of a Board shall be eligible for consideration of appointment as a Regular Board member when a Regular vacancy occurs. Those who serve as Alternates and attend the meetings of the Boards on which they have been appointed, gain knowledge and understanding of the duties and responsibilities of their appointment. Alternate members of a Board shall not be required to submit new applications when a Regular Board member position becomes available. Alternates, who have demonstrated a genuine interest by attending at least 75% of the meetings when their participation is not required for a quorum, shall be eligible and have priority for consideration of appointment as a Regular Board member. Standing Alternates, who have met the above conditions, have received the recommendation of the Chair, and the approval of Council will be appointed to Regular positions as vacancies occur. If there is more than one eligible Alternate, the appointment will be at the discretion of the Chair.

An individual may be reappointed to an Advisory Board. Their appointment process is the same as the appointment process, except that a recommendation from the Board's chairperson is required.

D) Removal of Board Members

Council shall follow the procedures found in state law or local ordinances, where applicable, for discipline and/or removal of Board members. Where no such state or local ordinances apply, the Council shall consult with the Borough Solicitor and, if appropriate, follow the procedures set forth herein.

Should a Board member publicly demonstrate verbal or behavioral disrespect for other members of the Board, members of Council or applicants who may appear before the Board, the Chair has the authority and

duty to issue a warning with recommendation(s) to correct the offensive behavior. Council will be apprised of the circumstance under which the warning had been administered and what corrective action has been taken. After two (2) warnings the Chair, in consultation with the Council Liaison, may request the Board member submit a resignation. Should the Board member submit a resignation, Council will accept or deny such resignation at the public meeting, which follows the submission of the resignation. Should the Board member not submit a resignation as recommended by the Board Chair and Council Liaison, Council will discuss possible options for dealing with the matter in an Executive Session.

State laws, such as the Pennsylvania Municipalities Planning Code, sometimes prescribe procedures for removal of Board members. The procedures that follow shall not apply where state or local laws set conflicting standards for removal. The procedures set forth in state or local laws, where applicable, shall govern removal of Board members. Where state and local laws fail to provide standards, the following shall apply.

When any member of any Board misses two (2) consecutive meetings, or more than 25 percent of the official meetings of the Board during any calendar year and such absences are not excused, Council shall have the authority to remove said member from the Board with notice of the dismissal. Board members are allowed one (1) unexcused absence each year without prior notice; however, any absence may be excused if the Board Chair is notified in advance and approves the absence. Board Chairs, after each meeting, shall provide the Borough Administrative Assistant with a written report showing Board attendance at the meeting. The report of the Chair shall be cumulative and shall note both excused and unexcused absences. The Administrative Assistant shall prepare an annual attendance report for all Board members, which shall be distributed to Council with the annual December agenda packet.