

RESOLUTION NO. R- 7 -15

**A RESOLUTION OF THE TOWNSHIP OF WHITE  
FOR FILLING VACANCIES BY APPOINTMENT**

WHEREAS, the Township of White (“Township”) is a municipal township of the second class situated in Indiana County, Pennsylvania; and

WHEREAS, vacancies occur in Township Board(s), the Authority, Commission(s), and Committee(s); and

NOW, THEREFORE, BE IT RESOLVED AND ENACTED by the Board of Supervisors of the Township of White, Indiana County, Pennsylvania, the Township does hereby adopt the following policy for filling vacancies by appointment.

Vacancies on White Township Boards, Authority, Commissions and Committees shall be declared by the White Township Board of Supervisors under any of the following conditions:

Death of a member

Resignation of a member

Removal of a member for cause as provided in this Policy.

The White Township Board of Supervisors will announce the vacancy and at the same regularly scheduled meeting declare the Board’s intention to fill the position by appointment. The announcement may also be posted on the Township’s website and advertised in the local newspaper and/or radio. The following is an example of the vacancy announcement:

The White Township Board of Supervisors is accepting applications to fill a vacancy of the \_\_\_\_\_ (name of) \_\_\_\_\_ Board, Authority, Commission or Committee. The individual selected will serve on the Board, Authority, Commission, or Committee from the date of appointment to \_\_\_\_\_ (date) \_\_\_\_\_. To be considered for appointment, applicants should obtain an application at the White Township Municipal Office, 950 Indian Springs Road, Indiana, PA. Applications are also available on the Township’s website [www.whitetownship.org](http://www.whitetownship.org). Applications should be completed and returned to the Municipal Office. Applications for the position are due by 4:30 pm, \_\_\_\_\_ (date of next regularly scheduled meeting) \_\_\_\_\_. The application along with a cover letter of interest will be forwarded to the Board of Supervisors for their review and consideration. Applicants will be contacted if an interview for the position is requested.

As a minimum, the Board requires the applicant to meet the following qualifications:

Be a United States Citizen

Be at least eighteen (18) years of age

Be a resident of White Township at least one year immediately preceding the appointment

Be a registered voter

Not have a prohibited interest in any contract with the Township

Completed applications are to be returned to the Township Manager or designated representative by the next regularly scheduled meeting following the vacancy announcement. All received applications will be forwarded to and reviewed by the Board of Supervisors. If deemed necessary the Township Manager or designated representative will contact appropriate applicants for an interview by the Board of Supervisors.

After the vacancy announcement and a minimum of twenty-eight (28) days to receive and review applications, the Board of Supervisors at the next regularly scheduled meeting may fill the vacancy by majority vote.

Each individual, before taking his or her seat on the Board, Authority, Commission, or Committee must complete and sign a Pennsylvania State Ethics Commission "Statement of Financial Interests" form.

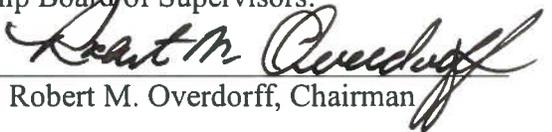
Orientation for the newly appointed member will be scheduled and conducted by Township staff prior to the next regularly scheduled meeting of the respective Board, Authority, Commission, or Committee.

APPROVED AND ADOPTED this 12<sup>th</sup> day of August, 2015.

Attest:

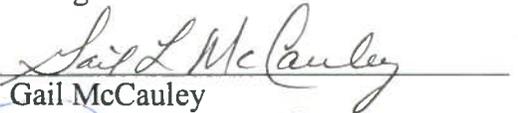
  
Secretary

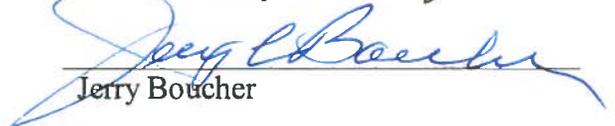
White Township Board of Supervisors:

  
Robert M. Overdorff, Chairman

  
Eugene Gemmell

  
George Lenz

  
Gail McCauley

  
Jerry Boucher