

BOROUGH OF CRAFTON
APPOINTMENT POLICY – BOARDS & COMMISSIONS

PURPOSE:

The purpose of this policy is to provide rules and procedures relative to appointing candidates to Borough of Crafton (“Borough”) boards and commissions.

PROCEDURES:

- Full descriptions, responsibilities, and length of terms for boards and commissions, as well as the names of appointees, appointment dates and term expirations are posted on the Borough website.
- Only full-time resident and qualified elector of the Borough of Crafton may apply for openings. There is no remuneration for serving on boards or commissions.
- Applications will be accepted at any time for any position prior to the deadline set by the Vacancy Committee. Acknowledgement of receipt of an application will be sent within seven (7) business days. Applicants may apply for multiple positions.
- When a term is to expire at the end of a calendar year, the position will be posted on the Borough’s website and social media no later than November 15 of that calendar year, for at least fifteen (15) days. If the term is to expire during the calendar year, the position will be posted up to forty-five (45) days before the expiration of the term. Advertisements can also be placed in other publications.
- When a vacancy occurs due to a resignation, the position will be posted on the Borough’s website and social media for at least fifteen (15) days, unless a shorter or longer period is determined by the Vacancy Committee.
- Incumbent members whose term is expiring will be required to apply if they wish to be considered for reappointment.
- Incumbent members will serve until Council appoints their replacement.
- Applications must be submitted electronically before the posted deadline.
- The Vacancy Committee will conduct interviews with qualified applicants for vacancies at the convenience of the applicant and the Committee as soon as feasible. Commission leaders may be consulted during the process.
- The Vacancy Committee will make recommendations to Council for consideration.
- Appointments will be made following a majority vote of Council.
- Successful appointees will be notified by Borough Manager within one (1) week of the date of appointment.