

# **BOARDS, COMMITTEES, AND COMMISSIONS**

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PSAB often receives questions about appointments to and removals from the borough's various boards, committees and commissions. The Borough Code authorizes the majority of these committees and state law authorizes others.

## **COMMITTEES Robert's Rules of Order**

<b>Eligibility:</b>	Council members and in some boroughs-mayor
<b>Who Appoints:</b>	President of council
<b>How appointed:</b>	President appoints verbally
<b>Oath:</b>	Elected officials have already taken oath
<b>Number:</b>	Unlimited
<b>Term:</b>	At pleasure of president
<b>Removal:</b>	By president of council

## **CIVIL SERVICE COMMISSION Section 1172(a) and (b) of the Borough Code**

<b>Eligibility:</b>	Registered electors of the borough; one council member; neither State, Federal or other political subdivision appointee.
<b>Who Appoints:</b>	Council
<b>How appointed:</b>	Motion
<b>Oath:</b>	Yes
<b>Number:</b>	Three
<b>Alternates:</b>	Three registered electors of the borough. Hold no other office in the borough. Serve for six years.
<b>Term:</b>	First time commission (2, 4, 6 years); thereafter every 6 years.
<b>Vacancy:</b>	Filled by council within 30 days.

**Removal:** Must check with borough solicitor, statute not clear.

**WATERSYSTEM COMMISSION**  
**Section 2452 of the Borough Code**

**Eligibility:** Borough citizens.

**Who appoints:** Council

**How appointed:** Motion

**Oath:** No

**Number:** Three or five.

**Term:** If there are three members (one serves for one; one for two years; and one for three years). If there are five members (one serves for one year, one serves for two years, one serves for three years; one serves for four years and one serves for five years). Thereafter the terms are five years.

**Vacancy:** Council fills for the unexpired term.

**RECREATION COMMISSION**  
**Section 2709 of the Borough Code**

**Eligibility:** Two members appointed by school district (if board has seven members-three are school appointees) who must reside in the district served. No particular requirements for the borough's appointees.

**Who appoints:** Council and School District

**How appointed:** Motion

**Oath:** No

**Number:** Minimum of five; maximum of nine.

**Term:** Five-year term and terms are staggered.

**Vacancy:** Filled for remainder of term as stipulated above.

**SHADE TREE COMMISSION**  
**Sections 2721 and 2722 (a)-(e) of the Borough Code**

**Who appoints:** Council or council can sit as shade tree commission.  
**How appointed:** Motion  
**Oath:** No  
**Number:** Five members (three must be borough residents).  
**Term:** If three member commission (one for a term of three years; one for a term of four years, and one for five years). Thereafter five-year terms and five commissioners-staggered terms for five years.  
**Vacancy:** Filled for unexpired term.  
**Removal:** No provisions.

**CEMETERY COMMISSION**  
**Section 2801 of the Borough Code**

**Eligibility:** Borough residents  
**Who appoints:** Council Motion  
**How appointed:** No  
**Oath:** Three  
**Number:** No provisions.  
**Term:** No provisions.  
**Vacancy:** No provisions.  
**Removal:**

**BOARD OF HEALTH**  
**Section 3105 of the Borough Code**

**Eligibility:** Public Health experience and one physician.  
**Who appoints:** Council  
**How appointed:** Motion  
**Oath:** Yes

**Number:** Five

**Term:** One at one year, one for two years, one for three years, one for four years and one for five years. Five-year terms thereafter.

**Vacancy:** Filled for unexpired term.

**Removal:** No provisions.

## **PA MUNICIPALITIES PLANNING CODE**

### **PLANNING COMMISSION**

#### **Section 203 of the MPC**

**Eligibility:** Residents of the municipality. Additionally, a certain number of citizen members cannot be officials or employees of the municipality. On a three- member commission (only 1 official); commission of four or five (1 or 2 respectively); commission of six or seven- (5 shall be citizen members); commission of eight or nine- (6 shall be citizen members).

**Who appoints:** The governing body of the municipality.

**How appointed:** Motion

**Oath:** No

**Number:** Minimum of three and a maximum of nine.

**Term:** Four years.

**Vacancies:** Filled by the appointing municipality for the unexpired term.

**Removal:** By appointing municipality for “malfeasance, misfeasance, or nonfeasance or for other just cause” after 15 days’ notice to member.

### **ZONING HEARING BOARD**

#### **Section 903 (a) of the MPC**

**Eligibility:** Residents of the municipality, however no officials.

**Who Appoints:** The governing body of the municipality.

**How appointed:** Motion

**Oath:** No

**Number:** Three or five. Alternate members serve three years.

**Term:** Three years for three-member board and five years for five member board and the terms are staggered.

**Vacancies:** For the unexpired term.

**Removal:** By appointing municipality for “malfeasance, misfeasance or nonfeasance or for just cause” after 15 days’ notice to member.

### **PA MUNICIPAL AUTHORITIES ACT**

**Eligibility:** Be a taxpayer in, maintain a business in, or be a citizen of municipality served by this authority.

**Who appoints:** The governing body, which, establishes the municipal authority.

**How appointed:** Motion

**Oath:** No

**Number:** Not less than five.

**Term:** Appointments for four years and the term does not expire until the first Monday in January.

**Vacancy:** The governing body appoints for unexpired term.

**Removal:** The court of common pleas removes for cause, after 10 days’ notice and hearing. However, council removes for missing authority board meetings.