



# City of Meadville

## Office of City Clerk

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Meadville, PA 16335

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### **Adopted Appointment Policy for City Authorities, Boards, And Commissions (ABC's)**

*Effective January 4, 2023*

City Clerk notifies all ABC members whose terms will expire at the next appointment cycle within 90 days of expiration. The City Clerk notifies City Council of all upcoming vacancies. An appointment vacancy exists when a member resigns or passes away, or a member's term expires.

City staff publicizes all vacancies on the City's website, on City of Meadville social media accounts, to a press release list, and via public listserv.

Annual steps of appointment process:

City Council and authorities notified of vacancies
Vacancies publicized
Review of applications
Appointments approved at City Council meeting

#### **To apply:**

Any person making an application to serve on a City of Meadville Authority, Board, or Commission must meet the eligibility requirements of the controlling body of legislation (i.e. Municipal Authorities Act, Urban Redevelopment Act, Municipal Planning Code, PA Housing Authorities Law, local ordinance) and be over the age of 18. To apply, complete the application form and submit it to the City Clerk via email ([cityclerk@cityofmeadville.org](mailto:cityclerk@cityofmeadville.org)), website ([www.cityofmeadville.org](http://www.cityofmeadville.org)), or by mail or delivering in person to the City Building to:

City Clerk, City of Meadville  
894 Diamond Park  
Meadville, PA 16335

#### **Selection process:**

The City Clerk must acknowledge receipt of each application to applicant within 10 days of submission via email or letter. The City Clerk is authorized to administratively disqualify applications that do not meet the requirements established by Council and any governing legislation. A list of any disqualified applicants and the reason for disqualification shall be submitted along with all qualifying applications to the applicable Council liaison for each ABC, the Chairpersons of applicable ABC, and the applicable Staff Liaison.

Each liaison or Chair will review the applications and conduct any follow-up interviews they feel necessary. Interviews may be conducted jointly. Each applicable liaison and Chair shall submit individual appointment recommendations to City Council via the City Clerk.

Recommendations will be brought before City Council for a vote at their following meeting. If no applicant receives recommendation by consensus, Council will determine the appointment out of the three applicants that were recommended. The City Clerk will notify all applicants of decision following appointment by City Council. City of Meadville website is updated to reflect new appointments.

#### **Reappointment process:**

ABC members with expiring terms will be notified 90 days prior to term expiration. Those seeking reappointment will apply in accordance with the process listed above, along with any other eligible applicant.