



City of Meadville

Office of City Clerk

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

Effective January 6, 2026

Policy Intent

The intent of this policy is to promote broad, equitable, and continuous civic participation by making service on City Authorities, Boards, and Commissions accessible throughout the year. By accepting applications on a rolling basis and conducting regular public outreach, the City seeks to maintain a diverse pool of qualified applicants, reduce barriers to participation created by limited application windows, and ensure timely appointments when vacancies arise. This approach is intended to strengthen governance, institutional continuity, and public engagement across all City advisory and governing bodies.

General Policy

The City of Meadville accepts applications to serve on City Authorities, Boards, and Commissions (ABCs) on a rolling, year-round basis. Applications will be maintained on file and reviewed as vacancies arise. The City Clerk will notify all ABC members whose terms will expire within ninety (90) days of expiration and will notify City Council of all upcoming vacancies. An appointment vacancy exists when a member resigns, passes away, or a member's term expires.

Public Advertisement of Opportunities

City staff will publicize opportunities to serve on ABCs as follows:

- Quarterly advertisements reminding residents that applications are accepted on a rolling basis, distributed via the City's website, City of Meadville social media accounts, and press release list; and
- Additional or more frequent advertisements when a vacancy exists and there are insufficient or no potential applicants on file for that vacancy.

Vacancy-specific postings may occur at any time as needed to ensure adequate applicant pools.

Appointment Process

1. City Council and affected authorities are notified of vacancies or upcoming expirations.
2. Applications on file are reviewed, and additional outreach is conducted if necessary.
3. Applications are reviewed and applicants are interviewed as appropriate by the ABC Chair (or their designee), Council liaison, and staff liaison.
4. Appointments are approved at a City Council meeting.

Eligibility and Residency

Pursuant to Resolution No. 32 of 2025, City staff may be appointed to a City Authority, Board, or Commission regardless of residency, unless residency is expressly required by governing state law or local ordinance.

All other applicants must meet any residency requirements set forth in the controlling legislation or ordinance applicable to the specific Authority, Board, or Commission.

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 (e.g., Municipal Authorities Act, Urban Redevelopment Act, Municipal Planning Code, PA Housing Authorities Law, or local ordinance) and be over the age of eighteen (18).

Applicants must complete the application form and submit it to the City Clerk via:

- Email: cityclerk@cityofmeadville.org
- Website: www.cityofmeadville.org
- Mail or in-person delivery to:
City Clerk, City of Meadville
894 Diamond Park
Meadville, PA 16335

Applications will be retained for consideration as vacancies arise unless withdrawn by the applicant.

Selection Process

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

The City Clerk will forward applications to the Council-appointed liaison for each ABC, the Chair of each ABC, and the staff liaison. Liaisons and Chairs may review applications and conduct follow-up interviews as they deem necessary. City Council will receive a recommendation for appointment from each liaison and Chair.

Recommendations will be brought before City Council for a vote at the next available meeting. If no applicant receives a consensus recommendation, City Council will determine the appointment from among the recommended applicants. The City Clerk will notify all applicants of the decision following City Council action and will update the City of Meadville website accordingly.

Reappointment Process

ABC members with expiring terms will be notified ninety (90) days prior to expiration. Members seeking reappointment must submit an application in accordance with this policy and will be considered alongside other eligible applicants.

Rev. 1/2023

Rev. 9/2025

Rev. 1/2026