

**HALFMOON TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA**

RESOLUTION 2026-23

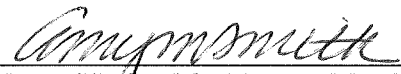
**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HALFMOON TOWNSHIP,
CENTRE COUNTY, PA, ADOPTING A POLICY TO APPOINT MEMBERS TO
BOARDS, COMMISSIONS AND COMMITTEES**

WHEREAS, the Board of Supervisors of Halfmoon Township, Centre County, Pennsylvania desires to adopt a policy to appoint members to Boards, Commissions and Committees.

NOW, THEREFORE, BE IT RESOLVED that the Halfmoon Township Board of Supervisors, on the 3rd day of September 2026, adopts Resolution 2026-23, and duly adopts said Boards, Commissions and Committees Policy.

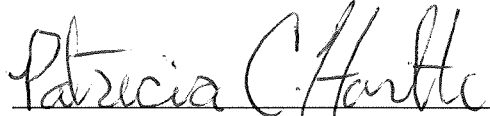
RESOLVED and adopted this 3rd day of September 2026.

ATTEST:

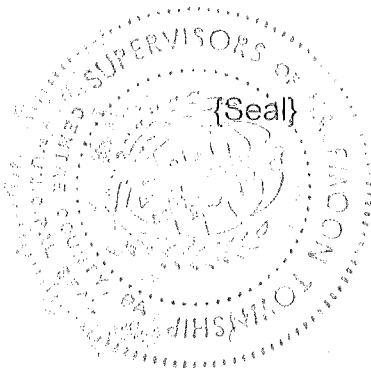


Amy M. Smith, Township Secretary

TOWNSHIP OF HALFMOON:



Chair





HALFMOON TOWNSHIP BOARD, COMMISSION & COMMITTEE APPOINTMENT POLICY

Introduction

Service on Township boards and commissions is one of the principal ways citizens can participate in local government. Volunteers may serve in a variety of capacities and are encouraged to seek opportunities to share their experience, skills, and talents while gaining a meaningful and rewarding experience through public service.

One of the responsibilities of the Board of Supervisors is appointing citizens to serve on Township boards, commissions, and committees. These bodies are established and authorized in different ways. Some are required by the Pennsylvania Second Class Township Code, while others are created by the Board of Supervisors to address specific Township needs or initiatives. Terms of office and qualifications for appointment vary depending on the position.

The Board of Supervisors appoints members to the following volunteer boards, commissions, and committees:

- Planning Commission
- Zoning Hearing Board
- Open Space Preservation Board
- Board of Auditors Vacancies
- Vacancy Board

The Board of Supervisors may also appoint volunteers to serve on ad hoc committees, Centre Region Council of Governments committees, conservation committees, and other committees or advisory groups as deemed appropriate by the Board.

Purpose

The purpose of this policy statement is to establish a consistent process for the Board of Supervisors to follow when making appointments to Township boards, commissions, and committees. The intent of this process is to help ensure that appointed bodies are composed of capable, dependable, and effective members; that citizens receive proper notice of vacancies and have an opportunity to apply for open positions; and that all members of the Board of Supervisors follow the same appointment procedures.

Additionally, this policy is intended to provide citizens with a clear understanding of the process used by the Board of Supervisors when making such appointments.

General

No person shall be eligible to apply for appointment to a Township board, commission, or committee unless he or she is a resident of Halfmoon Township.

Certain appointments may require additional training or education in order for members to effectively serve in their roles, such as positions involving planning and zoning matters. Applicants are strongly encouraged to attend at least one meeting of the board, commission, or committee to which they are seeking appointment prior to submitting an application.



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While this policy was written primarily to address the annual appointment of members to Township boards, commissions, and committees, it shall also serve as a guideline for filling unexpired terms of office when a member resigns or is removed from service prior to the expiration of his or her term.

Recruitment and Application Process

In October of each year, the Township Secretary shall notify all appointed volunteers whose terms expire on December 31 of that same year. The notice shall advise members that a completed application must be submitted if they wish to be considered for reappointment.

The Township Secretary shall also advertise notice of vacancies on the Township website and official Facebook page. The notice shall identify all vacancies on Township boards, commissions, and committees and shall include information regarding the application process and the deadline for submission of applications.

To be considered for appointment by the Board of Supervisors, all applicants must submit a completed application to the Township Secretary by the deadline established in the public notice.

The Township Secretary shall distribute copies of all applications to the members of the Board of Supervisors in mid-November. Unless otherwise directed, the Board of Supervisors shall review all applications received for appointments to Township boards, commissions, and committees and shall make such appointments as it deems appropriate during the month of December each year.

Reappointment of Current Members

It is generally expected that current members who are performing satisfactorily will be considered for reappointment. In evaluating a member's performance, the Chair of the applicable board, commission, or committee, together with the Township Secretary, shall provide a recommendation to the Board of Supervisors based upon the following performance standards:

1. **Attendance.** Members are expected to understand the commitment associated with service and to regularly attend meetings. Members who have been absent from 25 percent or more of the regularly scheduled meetings during their term should generally not be considered for reappointment. Extenuating circumstances, such as illness or other unavoidable situations, may be taken into consideration.
2. **Effort.** Members are expected to become knowledgeable regarding their duties and responsibilities. Members who have failed to comply with required training or continuing education requirements, or who have otherwise failed to adequately prepare for or participate in meetings, should generally not be considered for reappointment.
3. **Professionalism.** Differences of opinion are anticipated and encouraged, and all members shall be afforded the opportunity to fully express their views. However, members are expected to conduct themselves in a civil and professional manner and to observe recognized rules of order and procedure. Members who are consistently quarrelsome, disruptive, or who misuse their authority should generally not be considered for reappointment.

Appointment of New Members

When considering the appointment of new members to Township boards, commissions, and committees, the Board of Supervisors shall consider the following criteria:

1. **Prior Service.** Previous service on Township or other governmental boards, commissions, or committees.



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2. Background and Qualifications. The applicant's education, experience, business background, profession, occupation, or other qualifications relevant to the position being sought.
3. Commitment. The applicant's understanding of and willingness to meet the time commitments associated with the position, including preparation for and attendance at meetings, training sessions, and other required activities.
4. Potential Conflicts of Interest. Any actual or potential conflicts of interest that may exist between the appointment sought and the applicant's business interests, employment, financial interests, or other affiliations. Applicants may be asked to disclose and discuss any such potential conflicts during the appointment process.

The Board of Supervisors may request that applicants for appointment to a Township board, commission, or committee participate in an interview with the Board of Supervisors. Upon receiving such direction, the Township Secretary shall schedule the interview(s) at a special meeting or other duly advertised meeting of the Board of Supervisors.

Following the Board of Supervisors' action on appointments, the Township Secretary shall notify all applicants in writing regarding their appointment status. Individuals appointed to a board, commission, or committee shall attend the meeting at which they are to be formally sworn into office, if applicable.

Filling Unexpired Terms

Applications submitted by individuals who were not selected for appointment, as well as applications received after the published deadline, shall be retained in accordance with the Township's record retention schedule. Such applications may be considered by the Board of Supervisors when vacancies arise during the course of the year to fill unexpired terms or other openings.