

Franklin Park Borough Board Appointment Policy

1. An application form for positions on Borough authorities, commissions and other boards appointed by Borough Council and information about these positions will be posted on the Borough Website and will be available at the municipal building.
2. Applications will be accepted at any time. Borough staff will acknowledge receipt of the application within five (5) business days. Applications will be kept on file for a minimum of up to two (2) years.
3. When a vacancy occurs, the position will be posted on the Borough Website for up to 30 days, unless Council and Mayor determine a shorter period. A vacancy notice will be placed in the Borough Newsletter, if time permits.
4. Applications may be submitted in person, by U.S. Mail or electronically to the Borough Manager.
5. When a vacancy occurs mid-term, Borough Council and Mayor will review the credentials of all individuals who have expressed an interest in a given position, interview candidates and select a finalist for the appointment.
6. When a vacancy occurs at the end of a term, Borough Council and Mayor will consider reappointments upon consultation with the current appointee, the board chair and input from other board members if provided. Any newly elected official (councilperson or mayor elect) who has not yet taken office will be invited to sit in on the interviews. Unless otherwise necessary, Council and Mayor will adhere to the following **schedule** in making board appointments:
 - a. **November 1st**: Announce all available positions on Borough Website, including all unfilled positions and pending re-appointments.
 - b. **November 1st**: Contact all current members with expiring terms and anyone who has previously expressed an interest to determine if they wish to continue to serve or are still interested in being considered.
 - c. **November 15th**: Deadline for all applicants, current or prospective board members, to confirm their interest in any given position.
 - d. **December 1st**: Confirm interview times with all applicants.
 - e. **2nd Wednesday in December**: Council and Mayor will interview interested board members along with any other resident who wishes to be considered.
 - f. **1st Council Meeting in January**: Council will appoint or reappoint board members.
7. All appointments will be approved by Borough Council at a public meeting.
8. Successful candidates will receive written notification of their appointment. Unsuccessful candidates will likewise receive written notification.
9. Candidates may serve on no more than two boards at any given time.
10. Full descriptions of responsibilities and duties for each Authority, Board, Commission and Committee will be listed on the Borough Website: www.franklinparkborough.us, click on "Administration", then click on "Boards & Committees".