

**BOROUGH OF INDIANA  
APPOINTED BOARDS AND COMMISSIONS  
STATEMENT OF INTEREST**

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_  
(Street) (City) (Zip)

Are you a Borough resident? Yes  No  Home Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Employment: \_\_\_\_\_  
(Name of Employer) (Address)

Please list your qualifications for effective Board membership (include current and past participation in civic organizations and relevant/expertise in the area that you wish to serve):

\_\_\_\_\_  
\_\_\_\_\_

Reasons for seeking appointment (areas of interest, goals, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Please acknowledge that you have read the attached Boards/Commissions Policy. Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Choose any boards/commissions that you are interested in, numbering them in order of preference, 1 being the most preferred. Note: Applications will be held on file for two (2) years only.

- |   |                                  |
|---|----------------------------------|
| _____ Indiana Free Library Board        | _____ Planning Commission        |
| _____ Police Civil Service Commission   | _____ Recreation Commission      |
| _____ Code Enforcement Board of Appeals | _____ Vacancy Board              |
| _____ Zoning Hearing Board              | _____ Zoning Board Alternate     |
| _____ Shade Tree Commission             | _____ Complete Streets Committee |

Return this form to: Indiana Borough, 80 N. 8<sup>th</sup> Street, Indiana, PA 15701  
Attention: Brenda L. Darr

March 22, 2023

# **INDIANA BOROUGH**

## **POLICY GOVERNING BOROUGH BOARDS AND COMMISSIONS**

### **Appointments**

Each individual interested in serving on a Borough board or commission shall complete the “Borough of Indiana Appointed Boards/Commissions Statement of Interest”. The PA Municipalities Planning Code Act of 1968, P.L. 805, No. 247 as reenacted and amended by Sec. 202, requires interested parties be residents of Indiana Borough. As part of that process, each applicant should acknowledge review of this policy. The statement of interest should be returned to Brenda Darr.

### **Reappointments**

Each year, by September 30, all members of commissions or boards whose terms are set to expire will be asked to confirm their interest in continuing to serve. Reappointments are not automatic. Borough Council shall review all appointment applications and the intent of current, expiring members to serve prior appointment. It is the desire of Borough Council to appoint or reappoint applicants who will best complement the board or commission.

### **Board Openings/Resignations**

Any board member intending to resign should forward a letter to his chair, who will in turn forward that letter to the Borough Manager for acceptance by Council. The Borough shall advertise the opening in the local media and contact the chair for recommendations and advice on filling the vacancy. Council shall review all applications and the board’s recommendation before making appointment.

### **Attendance Policy**

Members of citizen boards or commissions are expected to attend meetings on a regular basis. A board member should inform the Chair if they are unable to attend a meeting. By September 30<sup>th</sup> of each year, the chair or secretary of each board or commission shall forward to the Borough Manager the attendance record of all members over a 12 month period running from September through August. This information will be used by Council in consideration of reappointments.

### **Orientation**

Staff shall provide an orientation for all new citizen board or commission members that includes a review of enabling legislation for that board or commission, historical perspectives on work of the body, and any other material appropriate to the work of that particular board or commission, such as by-laws, traditional practices, etc.