

Township Organizational Meeting Checklist

Article VI, Section 602, of the Township Code requires all township boards of supervisors to meet on the first Monday of January to organize. However, if the legal New Year's holiday falls on the first Monday, the organizational meeting must be held the following day. The session must be open to the public and may be considered a regular monthly meeting for the transaction of business. Time must be allotted for public comment, just as in a regular meeting. To help supervisors prepare for the year ahead, the *Township News* provides the following checklist of suggested actions to take during the organizational meeting:

- ❖ **Recognize** any newly appointed or elected supervisors who will be taking office in January.

They should be given the oath of office before the organizational meeting by anyone authorized to give oaths, or judge. A signed and attested copy of the oath of office form should then be presented to the board of supervisors at the meeting and filed with the township secretary. No public "swearing in" procedure is required.
- ❖ **Organize** under the supervision of a temporary chairman appointed by the supervisors.

The temporary chairman, who must be a supervisor, will receive nominations for a permanent chairman. A temporarily appointed secretary will then record the nominations. The chairman must be elected by a majority of the board and should conduct the remainder of the meeting.
- ❖ **Nominate** and elect a vice chairman and appoint a secretary and treasurer.

The board may appoint one person to serve as secretary-treasurer or separate the powers and appoint different individuals to the positions of secretary and treasurer. Members of the board may be considered for these jobs.

If the board selects a trust company or bank to act as treasurer, it should appoint an individual to serve as secretary.

The board should also establish the compensation of the secretary and treasurer or secretary-treasurer. Compensation may be in the form of a salary or hourly wages. If a supervisor is appointed to serve as secretary and/or treasurer, the auditors — not the board of supervisors — must set the compensation.
- ❖ **Appoint or reappoint** employees who are not elected officials.

The annual appointment or reappointment of employees other than the secretary and/or treasurer and supervisors employed by the township is not mandatory but is standard procedure for many townships at this meeting.

The board should set wages on an hourly, weekly, monthly or yearly basis for employees such as roadmaster, road crew, police chief, and clerical workers.
- ❖ **Reappoint** supervisors employed by the township as roadmaster, laborer, secretary, treasurer, secretary-treasurer, assistant secretary, assistant treasurer, or in any capacity not prohibited by the Township Code or any other act. These reappointments must be done annually. Also, the board of auditors must set the supervisor-employees' wages and paid time off. The board of supervisors may recommend pay scales to the auditors for these supervisor-employees.

Township Organizational Meeting Checklist

- ❖ **Establish** the amount of the treasurer's bond. This should equal the highest amount of township funds the board of supervisors estimates will be available to the treasurer at any time during the current year.
- ❖ **Appoint** the township's legal counsel and engineer, if desired, and set their compensation or fees.
- ❖ **Appoint** an emergency management coordinator who is qualified and willing to serve.
- ❖ **Appoint** one registered elector of the township to serve as chairman of the vacancy board.
- ❖ **Appoint** township residents to fill vacancies and expired terms on boards such as planning commissions, recreation boards, and authorities.
- ❖ **Select** depositories for the township's funds.
- ❖ **Establish** a regular monthly meeting location, time, and dates for the board of supervisors. Have the secretary publish this information in the local newspaper in accordance with the Sunshine Law.
- ❖ **Determine** holidays for nonunionized township employees.
- ❖ **Certify** delegates to PSATS' Annual Educational Conference. The supervisors, secretary, treasurer, and manager may all be delegates to the conference, but the board must designate one person from among these positions to serve as the voting delegate.
- ❖ **Encourage** the township's engineer, solicitor, emergency management coordinator and planning commission members (*if applicable*) to join their respective PSATS professional associations.
- ❖ **Budget** for the training of supervisors, employees and other township appointed officials as appropriate.
- ❖ **Complete** old business and recognize citizens to be heard.