

# **MONTGOMERY TOWNSHIP ADVISORY COMMITTEE**

## **PUBLIC SAFETY ADVISORY COMMITTEE**

### **BYLAWS**

#### **A. AUTHORIZATION**

The authorization for the establishment of Public Safety Advisory Committee was by Resolution of the Board of Supervisors of Montgomery Township on August 21 1974, as amended by resolutions on February 5, 1979, April 21 1980, April 9, 1984, January 26, 1998.

Public Safety Advisory Committee bylaws were amended by resolution of the Board of Supervisors of Montgomery Township on November 24, 2008.

#### **B. PURPOSE**

The purpose of the Public Safety Advisory Committee ("Committee") is to assist the Board of Supervisors of Montgomery Township ("Supervisors") with public safety responsibility in consolidating and coordinating all facets of public safety and to make recommendations to the Supervisors as dictated by the needs of the Township in the area of Police, Fire and Civil Defense protection. The Committee may also address other matters of a Public Safety nature as directed by the Supervisors.

At least three (3) appointed members, along with the Chief of Police, will be responsible for interviewing applicants whenever a position on the present police force arises or additional officers are needed. These members will recommend acceptable candidates to the Supervisors for further screening.

The Committee shall also perform other duties and responsibilities as directed by the Supervisors.

#### **C. MEMBERSHIP**

Committee Members shall consist of eight (8) permanent members and six (6) residents appointed by the Supervisors. Only the (6) Resident Committee Members shall have voting rights.

Permanent members who serve on the Committee shall consist of the following, or their designate:

1. Chief of Police;
2. Chief of Township Designated Fire Company;
3. Township Director of Emergency Preparedness;
4. Township Manager
5. Director of Fire Services
6. Fire Marshal
7. Public Works Director
8. Volunteer Medical Service Corps

A member of the Supervisors may serve as liaison to the Committee. Neither the Staff, nor the Supervisor liaison shall have voting rights.

Members shall attend regularly scheduled meetings and actively participate in discussions, particularly those requiring consensus Committee recommendations.

After three consecutive absences, without reasonable excuse, the Supervisors shall declare that the Committee Member has been derelict and/or neglectful and his/her seat vacant and appoint another member to the Committee. The Chairman of the Committee shall be responsible for reporting the attendance of all meetings, in writing, to the Township Manager.

An agenda will be distributed to the Committee Members prior to each meeting. Committee are expected to prepare in advance for all meetings, including reading of agenda packet materials.

#### **D. TERMS**

Committee Members shall serve a one-year term from the first meeting of the Supervisors in January to the first meeting of the Supervisors in January of the subsequent year. At the expiration of the term of any Committee Member, the Supervisors shall appoint a successor to serve another one year term.. A Committee Member may be reappointed annually by the Supervisors.

A copy of the By-laws shall be presented to and acknowledged by the Committee member at the time of appointment.

The position of any Committee Member residing within the Township at the time of appointment, but thereafter moves his/her residence from the Township shall automatically become vacant. The Supervisors shall appoint a successor to fill the vacancy. Such appointment shall be only for the unexpired portion of the term.

## **E. OFFICERS**

Officers shall be elected at the first meeting in January. Officers will serve for one year and until their successors have been duly elected and qualified. Rotation of Officers among the members is strongly recommended.

The Officers of the Committee shall consist of:

- Chairman: The Chairman shall preside at meetings of the Committee and perform all other duties required by law and these bylaws.
- Vice-Chairman: The Vice-Chairman shall preside at meetings of the Committee in the absence of the Chairman.

A staff representative shall prepare the agenda and record the minutes of regular and special meetings under the direction of the Chairman, provide notice of all meetings to Committee Members, attend to correspondence of the Committee, and such other duties as are normally carried out by a staff representative. Once the minutes are prepared and before the staff representative disseminates the information, the staff representative should forward the minutes to the Secretary for review. In the absence of the staff representative, the Vice-Chairman shall assume the duties associated with the staff representative, as detailed within this section.

## **F. CONFLICTS OF INTEREST**

Committee Members shall not participate in matters in which they have a direct or indirect financial interest.

Committee Members shall also refrain from any use of their membership that gives the appearance of being motivated by a desire for private gain.

Committee Members are not permitted to submit a proposal for services on their behalf or on their employer's behalf.

Committee Members are required to disclose any possible conflicts of interest to a Chairman or Committee Liaison immediately and shall recuse themselves from discussion or voting on the item.

## **G. MEETINGS**

The Supervisors recommend that the Committee meet on the third Wednesday of every month, but meetings can be bimonthly or quarterly depending upon the Committee's work load.

All regular and special meetings of the Committee shall be scheduled, advertised, and conducted in accordance with the requirements of the provisions of the Pennsylvania Sunshine Act. The schedule of the regular monthly meetings shall be advertised annually by the Township Manager in accordance with the requirements of Pennsylvania law.

A quorum of the Committee shall consist of a simple majority of the appointed non-staff members and no action of the Committee shall be valid unless taken at a duly convened public meeting at which a quorum is present and a majority of those present vote in concurrence therewith. Any vote of any member required to abstain by reason of a conflict of interest shall not be counted and the presence of a member with such conflict shall not be included for purposes of determining the presence of a quorum.

The minutes shall include all motions presented to the Committee, including the vote tally, for and against a motion, listing the number of Resident Committee Member votes. The Chairman will deliver all recommendations to the Supervisors.

Meetings are advertised and open to the public. Executive sessions can be conducted as are authorized by Pennsylvania law. Minutes of the meeting shall be prepared and forwarded to all members of the Committee prior to the date of any scheduled meeting. In all matters of parliamentary procedure not specifically governed by the bylaws, Roberts Rules of Order shall prevail.

A special meeting may be called by the Chairman or by the Township Manager upon appropriate compliance with the provisions of Pennsylvania law.

## **II. RULES AND REGULATIONS**

All members of the Committee are required to follow the rules, regulations and procedures as set forth by the Township with respect to, but not limited to, ordinances, resolutions and adopted policies.

All members of the Committee must comply with state and federal laws.

## **I. CONDUCT AND PERFORMANCE**

The Township has certain expectations for volunteer conduct and performance. When behavior and performance falls below these expectations, a Committee Member may be relieved of his/her advisory position. The Committee Chairman is responsible for the conduct and performance of Committee Members. At least on an annual basis, the Committee Chairman is responsible for evaluating the conduct and performance of all Committee Members. The Committee Chairmen shall ensure that the Township Manager is forwarded copies of these evaluations. Decisions to relieve Committee Members of their appointments shall be made by the Supervisors, in accordance with applicable law.

The Township's Rules of Conduct at all regular and special meetings of the Committee shall apply to all matters under consideration by the Committee except for ceremonial matters and are as follows:

1. Committee Members shall treat staff members, each other and members of the public with respect and courtesy.
2. Disagreements shall not result in personal comments or attacks against a staff member, another Committee Member, or members of the public.
3. When any Committee Member is recognized to speak at a Committee meeting, the Committee Member shall address the Chairman.
4. When two or more members address the Chairman at the same time, the Chairman shall name the member who is to be the first to speak.
5. When speaking, a member shall confine his or her remarks to the topic under debate or discussion.


Participation by members of the public shall be governed by the Township's Guidelines for Public Participation in Board of Supervisors meetings. As is noted in those Guidelines, members of the public are asked to refrain from making personal attacks or statements about Committee Members, other members of the public or Township staff. Members of the public shall treat Committee Members, staff members and each other with respect and courtesy.


**J. AMENDMENTS**

Amendments to these bylaws may be adopted revised or replaced by a majority vote of the Supervisors, following a recommendation by the Township Staff or the Committee.

**K. REPEALER**

Any bylaws that previously may have been adopted and approved for the Committee are hereby repealed.

  
Board of Supervisors Chairman  
5-26-09  
Date

  
Committee Representative CHAIRMAN  
5/20/09  
Date