


HARDING TOWNSHIP
APPOINTED POSITIONS REGISTRY
POLICY AND PROCEDURES

VOLUME: I	CHAPTER: 15	EFFECTIVE DATE: 11/21/17
SUBJECT: Appointed Positions Registry		
REFERENCE:	SPECIAL INSTRUCTIONS:	
APPLICABILITY: All Employees	NUMBER OF PAGES: 5 APPENDIX PAGES: 6-8	
ADMINISTRATOR: Robert Falzarano 		
REVIEW DATE:		
REVISIONS		
DATE:	SECTION:	APPROVED BY:

POLICY:

The purpose of this policy is to foster the openness of government and provide citizens with information concerning the various appointed municipal positions which exist within the Township of Harding. This policy further provides for a procedure whereby a citizen can indicate his/her desire to serve in a particular appointed municipal position. The policy provides for a notification process so that those citizens who have indicated a desire to hold an appointed municipal position will be notified when that position or another position is under consideration for appointment.

All residents of Harding are invited to apply to be appointed to open seats on Township appointed boards, committees, and commissions. Appointment to boards, commissions, and committees is a privilege and not a right.

PROCEDURES:

I. DEFINITIONS

A. Appointed Municipal Position

1. Any appointed position within the Township of Harding, which is created by statutory law, or by ordinance, or by municipal resolution, excluding positions required to be filled by municipal employees (such as Township Engineer). Examples of such positions are members of any position created by statute and/or Municipal Ordinance of any board, commission, agency, or committee created by the Township Committee by resolution.

B. Appointing Authority

1. The official or body which by virtue of statutory law or by ordinance or resolution is given the authority to appoint a person to hold a particular appointed municipal position.

II. GOALS

A. The goals of the Township Committee as it populates committees include ensuring the effectiveness of the committees:

1. The compatibility of the members serving on the committees;
2. The functional needs of the committees are met;
3. Effective leadership is provided and developed;
4. A diversity of views regarding the work of the committees to achieve their Township Committee or statutorily defined mission is represented; and
5. The committee has a commitment to the town's ordinances and master plan.

B. Weight will be given to applicants who have demonstrated the commitment of time and energy necessary for effective service through previous service on not-for-profit bodies in Harding, examples of which include the Harding Civic Association, the Harding Land Trust, the Kemmerer Library, the New Vernon Volunteer Fire Department, and the New Vernon Volunteer Rescue Squad.

C. The Township Committee will look to match skills, interests, and experience shown on applicant resumes with the needs of the committees.

III. REGISTRY OF APPOINTED MUNICIPAL POSITIONS

- A. The Municipal Clerk shall cause a register of appointed municipal positions to be prepared and maintained. Such register shall be made available in the Municipal Clerk's office and on the Township website, www.hardingnj.org, and shall set forth at least the following:
1. The title of each appointed municipal position;
 2. Brief description of the position's powers and duties;
 3. Any special credentials or qualifications required to hold the position;
 4. The length of term for the position;
 5. The name of the person currently holding the position, a copy or reference to the resolution appointing such person, the expiration date of his or her term, and the number of vacant seats on the board or commission;
 6. The dates and times and frequency of any meetings which the holder of the position must attend; and
 7. The appointing authority for each board or commission, and who confirms each appointment.

IV. VACANCIES

- A. The Municipal Clerk shall maintain a current listing of all existing vacancies for appointed municipal positions.
1. Such list shall be made available free of charge at the Municipal Clerk's office and shall, in addition, be posted by the Municipal Clerk on a bulletin board maintained for public announcements in the Municipal building, and with the application form, be placed on the Township of Harding website: www.hardingnj.org.

V. APPLICATIONS

- A. The Municipal Clerk shall maintain an application form to be completed by any person interested in serving in an appointed municipal position. Such application shall, at a minimum, contain the following information: (Appendix #1)
1. Name;
 2. Address;
 3. Telephone number;
 4. Email address;

5. Appointed municipal position sought;
6. Qualifications and experience for position; and/or a statement of interest indicating why the applicant seeks an appointed municipal position.

VI. FILING APPLICATIONS

- A. Any person interested in serving in an appointed municipal position shall file an application for such position (Appendix #1) with the Municipal Clerk. Such application(s) may be filed at any time, whether or not the appointed municipal position sought is vacant. A person may withdraw his or her application at any time.
- B. The Municipal Clerk shall be responsible to reply and acknowledge receipt of the completed application form. An electronic signature is acceptable for the purpose of deeming the application complete.
- C. The Municipal Clerk will respond and acknowledge receipt of the application form on or before seven days after the receipt of the application form. For those appointed positions deemed "local government officers" as that term is defined by the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq., the Municipal Clerk's response must include a copy of the current year "Local Government Ethics Law Financial Disclosure Statement," and/or a notice that a downloadable, fill-in version of this form is available on the internet at www.nj.gov/dca/lgs, under "Ethics".
- D. The Township will also post the internet address for the downloadable, fill-in version of the "Local Government Ethics Law Financial Disclosure Statement" on its web address: [www. Hardingnj.org](http://www.Hardingnj.org). Until permitted by the State of New Jersey, an email signature is not acceptable for the purpose of deeming the disclosure statement complete.
- E. Applicants should submit a resume with a cover letter that explains their reason for applying, their interests, and the committee or committees for which they are applying.
- F. Applications are accepted throughout the year but the application deadline is November 1, which allows the Township Committee time to review the applications prior to the appointments at the end of the year. All applications received will be kept on file for three (3) years from November 1 of the year of submission and need not be resubmitted during that time. Applicants will be notified when their application has expired.
- G. Interim vacancies may be filled throughout the year and priority for those appointments will be given to applications on file.

VII. MAINTAINING APPLICATIONS

- A. The Municipal Clerk shall maintain all filed applications in a file or binder, segregated for each board or commission.

- B. Applications shall be considered void after three (3) years unless renewed by the applicant.

VIII. FILLING APPOINTED POSITIONS

- A. Prior to filling any municipal position, the appropriate appointing authority shall review each application filed for that position.
 - 1. The Municipal Clerk shall provide all members of the appropriate appointing authority with a copy of the Citizen Leadership Application (Appendix #1).
 - 2. The appropriate appointing authority will review the leadership application and return the application with recommendations.
- B. Each person having submitted an application for an appointed municipal position under consideration to be filled shall be notified of said vacancy.
 - 1. The Municipal Clerk shall notify the person.
- C. The appointing authority shall conduct such review, investigation, and/or where an appointment must be approved by the Township Committee, a copy of the selected individual's application should be sent to each Township Committee member at least one (1) week prior to the Township Committee meeting at which the appointment is to be confirmed by the Township Committee.
- D. The appointing authority shall conduct such review, investigation, and/or interviews as the appointing authority deems necessary or advise in its discretion.
- E. After a decision is reached to fill a vacant position, all those who had submitted an application for that position shall be notified of the appointing decision.
 - 1. The Municipal Clerk shall notify the individuals.



RETURN COMPLETED
APPLICATION TO:
MUNICIPAL CLERK
isharp@hardingnj.org

CITIZEN LEADERSHIP FORM
Application for Appointment To Township Boards and
Commissions
and Advisory Committees

Certain information submitted on this application may be subject to the Open Public Records Act

PERSONAL INFORMATION

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Primary Telephone: _____ ☐ Mobile ☐ Home ☐ Business

Secondary Telephone: _____ ☐ Mobile ☐ Home ☐ Business

Do you reside within the Township? ☐ Yes ☐ No Are you a U.S. Citizen? ☐ Yes ☐ No

EXPERIENCE AND EDUCATION

Civic Activities (including, but not limited to, other boards/commissions): _____

Schools attended; Academic/Nonacademic experience; Qualifications: _____

☐ Resume attached

STATEMENT OF INTEREST

For which Board, Commission, or Advisory Committee would you like to be considered?

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Please provide a brief statement of 50 words or less expressing why you have an interest in serving on the Board, Commission, or Advisory Committee for which you are applying. Please include any experience, training, and/or qualifications you may have.

Please indicate any conflicts of interest, if any, that you may have if chosen for an appointment to a Board, Commission, or Advisory Committee you are interested in.

21 BLUE MILL ROAD, POST OFFICE BOX 666
NEW VERNON, NEW JERSEY 07976
TELEPHONE (973) 267-8000

MARIAN & ALLAN P. KIRBY MUNICIPAL BUILDING

**APPLICATION FOR APPOINTMENT TO
TOWNSHIP BOARDS AND COMMISSIONS AND COMMITTEES**

Guidelines for Applying for Township Boards, Commissions, and/or Advisory Committee pursuant to Township of Harding's policy entitled "Appointed Positions Registry"

- Please submit one (1) application per board, commission, or committee for which you are applying. Applications are kept on file for two (2) years.
- An electronic signature is acceptable for the purpose of deeming the application complete.
- The Municipal Clerk will respond and acknowledge receipt of the Application Form on or before seven (7) days after the receipt of the Application Form.
- Township of Harding employees may not serve on Township boards or commissions except as specifically provided by the Statute or Regulation, or by the Municipal Code, as required to perform official duties.

IN ACCORDANCE WITH THE LOCAL GOVERNMENT ETHICS LAW (N.J.S.A. 40A:9-22.1 et. Seq.), a Financial Disclosure Statement is required to be filed annually by April 1 or thirty (30) days after newly appointed by (i) elected officials; (ii) certain government employees; and (iii) individuals appointed to the following boards and commissions: Board of Health, Historic Preservations Commission, Planning Board, Shade Tree Commission, and the Zoning Board. The Municipal Clerk will notify such individuals each year when their Financial Disclosure Statement must be completed and filed with the State of New Jersey.

I CERTIFY that I have read the above guidelines and requirements and that the information provided herein is true and complete. I understand that false or misleading statements may be cause for elimination from consideration.

Applicant Signature

Date

Boards, Commissions, and Advisory Committees

Boards/Commissions

Board of Health
Environmental Commission
Historic Preservation Commission
Planning Board
Shade Tree Commission
Zoning Board of Adjustment

Advisory Committees

Citizen Park Advisory Committee
Open Space Trust Committee

RESOLUTION TC 17-174
TOWNSHIP COMMITTEE - TOWNSHIP OF HARDING
MORRIS COUNTY, NEW JERSEY
NOVEMBER 20, 2017
APPOINTED POSITIONS REGISTRY

WHEREAS, the Harding Township Committee is desirous to implement a process to encourage municipal government volunteer participation and openness of government; and

WHEREAS, the Township Administrator prepared written policy and procedures titled "Appointment Positions Registry"; and

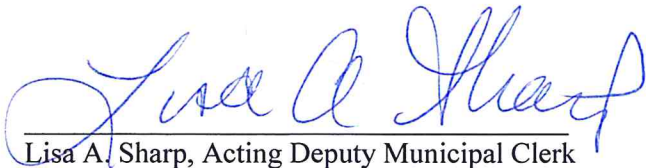
WHEREAS, the Township Committee support and encourage open and transparent government.

BE IT RESOLVED by the Township Committee of the Township of Harding, in the County of Morris and State of New Jersey, that the Appointed Position Registry is hereby approved; and

BE IT FURTHER RESOLVED that after receiving recommendations from the Township Committee, the Township Administrator may amend the policy.

DATED: November 20, 2017

I, Lisa A. Sharp, Acting Deputy Municipal Clerk of the Township of Harding, County of Morris, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a resolution adopted by the Township Committee at the meeting held on November 20, 2017.


Lisa A. Sharp, Acting Deputy Municipal Clerk

Vote on Resolution:

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN
Ms. DiTosto	2 nd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jones	1 st	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Modi		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yates		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>