

Operations for Township Authorized Groups

Scope:

1. To keep the residents current on the works of the Township's Authorized Groups (referred to as Groups), the Board of Supervisors recognizes the importance of operational consistency among the Groups.

Procedure:

1. Each Township Authorized Group will annually appoint a Chair and Vice Chair at their first meeting of the year. These assignments will be communicated to the Township Manager's office on the following business day.
2. A meeting agenda for each meeting will be developed by the Chair of the Authorized Group with the following recommended elements and format (order of agenda may vary):

"Name of Authorized Group"
"Date of Meeting"

- *Call to Order*
- *Action Items/Discussion Topics (Public Comment is offered on each item)*
- *Regular Business*
 - *Prior Meeting Minutes Approval*
 - *Authorization to Pay Bills (if needed)*
- *Other Business*
- *Announcements*
- *Public Comment*
- *Adjournment*

The agenda will be made available to the public at the time of the meeting. Additionally the Chair of the Group will submit the agenda to the Township web master by end of day on the Thursday of the week before the scheduled Authorized Group meeting.

3. Each Group is responsible for taking minutes at their meeting and approving them at the subsequent meeting. The Group shall submit the approved minutes to the Township web master within three days after they are approved.

Adopted Date: July 15, 2019

Last Revised Date:

Last Reviewed Date: