



CITY OF YORK, PENNSYLVANIA

A Better Place to Live, Work and Play.

BOARD APPLICATION

Purpose.

The operation of City of York government is a shared responsibility of elected officials, staff, and many citizens who serve voluntarily on various boards. The City is best served when there is broad representation of citizen demographics and interests on its boards. The City of York is sensitive to the need for fairness in making appointments to boards. In making appointments, the Council will have as a goal the fair representation of all City of York citizens, taking into consideration age, sex, race and geographic distribution. The City wishes to appoint qualified, knowledgeable, and dedicated people to serve on its boards. The City will continuously solicit the interest and input of its citizens in making appointments. The City expects its appointees to take actions while serving on boards, which are consistent with, and which uphold City policies pertaining to the area in which he or she is serving.

Role of Boards, Commissions, Authorities and Committees.

Our volunteer board, commission, authority and committee members assist the City of York government and staff in public policy development and implementation. These boards, authorities and commissions play a vital role in shaping the community's future and maintaining and improving its quality of life. By serving on these various groups, city residents have the opportunity to truly "make a difference" in their community.

Board Appointment Process.

Appointments to our volunteer positions are typically made when a vacancy exists on a board due to term expirations or resignations. Most appointments require approval by City Council. Individuals interested in serving on any of our boards, commissions, authorities or committees are required to complete a board application. Once the application has gone through the internal approval process, a recommendation is made to City Council to formally appoint members, which is done at a legislative meeting of City Council.

To be considered for appointment, the following steps are taken:

1. Interested individuals must submit a board application and resume to the City Clerk or Designee of the Mayor's staff, as the case may be, either by mail, email or fax.
2. Once received, the board application will be forwarded to City Council, the Mayor, and the Department Director associated with the board to which you are applying.
3. The Department Director will make a recommendation to City Council and the Mayor to approve or deny the request for appointment.
4. If approved by the Department Director, the recommendation will be presented to City Council for approval.
5. Approval of board appointments are done at a legislative meeting of Council. Appointees will be notified when the appointment is up for approval and are asked to attend said meeting.
6. Appointees are required to take an Oath of Office before serving on the board to which appointed. The oath is typically administered to the appointee at the meeting in which City Council approves the appointment.

Board Application.

The board application is intended to ensure that a board appointment is a mutually good fit for both the applicant and the board. In turn, this will ensure greater consistency and productivity in accomplishing the goals of the City. An application must be completed for the board you wish to serve accompanied by your resume. You may download and complete the board application by clicking [here](#).

Attendance/Participation.

To ensure quorums, which are needed for Boards to conduct official business, appointees will commit to attending at least 75% of regularly scheduled meetings of the board each year, absent emergencies and/or excused absences approved by a unanimous vote of the members of the Board to which you are serving.

Boards & Authorities Ordinance.

Article 181 “General Provisions” of the city’s codified ordinances provides detailed information on the board application process, eligibility, attendance requirements, notification procedures, and conflicts of interest. Article 181 can be viewed in its entirety on the city’s website at:

<https://www.yorkcity.org/government/authorities-boards-and-commissions/codified-ordinances/>

List of Boards.

The following are clickable links to the city’s boards, authorities, commissions and committees. Applications will only be accepted for vacant positions:

City Council Appointments

- Board of Health
- Historical Architectural Review Board (HARB)
- Zoning Hearing Board

For City Council appointments, please submit application & resume to:

Dianna L. Thompson, City Clerk
Attn: Board Appointment
101 S. George St.
York, PA 17401
Phone: (717) 849-2246
Fax: (717) 812-0557
dthompso@yorkcity.org

Mayor Appointments

- Civil Service Board
- Consolidated Board of Appeals
- City Revitalization & Improvement Zone Authority (CRIZ)
- General Authority
- Housing Authority
- Human Relations Commission
- Planning Commission
- Redevelopment Authority
- Susquehanna Regional Airport Authority (SARAA)
- York Business Improvement District Authority (Downtown Inc)
- Vacant Property Review Committee

For Mayoral appointments, please submit application & resume to:

Office of the Mayor
Attn: Board Appointment
101 S. George St.
York, PA 17401
Phone: (717) 849-2221
Fax: (717) 849-2345
smiller@yorkcity.org

Thank you for your interest in serving the City of York!