



RE: YOUR PATH TO SERVING ON A CITY OF YORK BOARD OR COMMISSION

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Thank you for your interest in serving the City of York by volunteering on one of our authorities, boards, or commissions (hereafter, “boards”). Below are the steps involved in taking on this important responsibility. We sincerely appreciate your commitment to strengthening the York community.

1. Learn about the board you’re interested in.

Please visit <https://www.yorkcity.org/government/authorities-boards-and-commissions/> to review information about each board. Members are expected to attend at least 75% of regularly scheduled meetings each year, except in cases of emergencies or absences excused by a unanimous vote of the board.

2. Submit your application materials.

Applications may be completed online using the following link: <https://www.yorkcity.org/your-path-to-service/>

3. Participate in an interview, if selected.

You may be interviewed by the Mayor and/or the Department Director for Mayor-appointed positions, or by City Council for Council-appointed positions.

4. Attend the Council meeting for appointment approval, if required, and take the Oath of Office.

Some board appointments require City Council approval. If your appointment falls into this category, you will be asked to attend the Council meeting at which your appointment is considered so you can take the required Oath of Office. If Council approval is not required, you will still need to take an Oath of Office, which will be coordinated for you by the City staff member assigned to the board to which you are appointed.

5. Complete onboarding and ethics training.

Before beginning your service, you will receive an ethics briefing and other onboarding materials from the City Solicitor and staff, including information on the Ethics Act and the Sunshine Act. These laws can also be reviewed at:

- <https://www.pa.gov/agencies/ethics/educational-materials/self-guided-training>
- <https://www.openrecords.pa.gov/SunshineAct.cfm>

If you have any questions, please feel free to email mayorsoffice@yorkcity.org or dthomps@yorkcity.org.

Thank you again for your willingness to serve the City of York!