

**UPPER DUBLIN TOWNSHIP**

**CITIZEN BOARD APPLICATION  
(Completion of Form is Optional)**

Persons interested in being considered for appointment to a commission or an advisory board of the Township should understand that the answers to the questions listed below are optional. You should also be advised that the statements made here may, from time to time, be made public.

If you have any personal or confidential matters to discuss regarding your consideration, please do not hesitate to contact any Township Board of Commissioners member. If you would like to discuss any potential conflict of interest with the Township Solicitor prior to consideration of appointment, please contact the Township Manager to arrange an appointment.

The Commissioners thank you for your interest in serving the community and look forward to working with you.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Children's Ages \_\_\_\_\_

School(s) Children Attend, If Any \_\_\_\_\_

Please indicate desired Board appointment in order of preference (please note meeting schedules):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Building Code Board of Appeals<br>(at call of Chairman)        | <input type="checkbox"/> Historical Commission<br>(4th Mo. 7:30 p.m.) | <input type="checkbox"/> Shade Tree Commission<br>(3rd Th. 3:30 p.m.) |
| <input type="checkbox"/> Civil Service Commission<br>(at call of Chairman)              | <input type="checkbox"/> Library Board<br>(3rd We. 7:00 p.m.)         | <input type="checkbox"/> Vacancy Board<br>(as needed)                 |
| <input type="checkbox"/> Environmental Protection Advisory Board<br>(1st Tu. 7:30 p.m.) | <input type="checkbox"/> Planning Commission<br>(3rd Tu. 7:00 p.m.)   | <input type="checkbox"/> Zoning Hearing Board<br>(4th Mo. 7:30 p.m.)  |

Other Board, Commission, Committee or Task Force: \_\_\_\_\_

You are encouraged to attend a meeting prior to being considered for actual appointment so that you can become familiar with the responsibilities and obligations of membership.

Have you attended any of the meetings of the Boards and Commissions that you are interested in?

Yes       No

How long have you lived in Upper Dublin Township? \_\_\_\_\_

Reason for desired appointment:

\_\_\_\_\_  
\_\_\_\_\_

Experience related to desired appointment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any special awards or recognition received:

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Township activities:

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Resume of past employment experience:

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Would you be willing to attend Township sponsored and subsidized training programs related to your particular Board?

Yes       No

Would you be willing to commit to a minimum attendance of 75% of the scheduled meetings for the Board?  
(i.e. 12 meetings minimum attendance 9)

Yes       No

Please list other volunteer activities or related experience:

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Please list names of any relatives who may be employees of Upper Dublin Township

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Additional remarks

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Signature \_\_\_\_\_

Interview data:

Date \_\_\_\_\_

Time \_\_\_\_\_

**UPPER DUBLIN TOWNSHIP**

**POLICY SETTING FORTH**  
**ETHICAL STANDARDS FOR MEMBERS OF**  
**VOLUNTEER BOARDS AND COMMISSIONS**

This statement of ethical standards is hereby approved by the Board of Commissioners in order to guide members of volunteer boards and commissions in their service to the Township and to the community. The purpose of this policy is to establish certain ethical standards of conduct for all such appointees by setting forth those acts or actions that are incompatible with the best interests of the township, by directing disclosure by such appointees of financial or other interests in matters affecting the township and by establishing certain responsibilities.

A. General Statement. No appointee shall engage in any business or transaction or shall have any interest which would impair his independence of judgment or action in the performance of his official duties.

B. Specific conflicts of interest are enumerated below for the guidance of appointees:

- (1) Disclosure of confidential information. No appointee shall, without proper authorization, disclose confidential information concerning the property, government or affair of the township which shall advance the financial or other interest of himself or others.
- (2) Gifts and favors. No appointee shall accept any valuable gift (\$25.00 or more), whether in the form of service, loan, thing or promise, from any person which to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the township; nor shall any such appointee accept any gift, favor or thing of value that may tend to influence him in the discharge of his duties or grant in the discharge of his duties any improper favor, service or thing of value. The receipt of casual business meals or refreshments shall not be held to be within the meaning of this provision.
- (3) Representing private interests before township agencies or courts. No appointee shall represent private interests in any action or proceeding against the interests of the township or in any court litigation to which the township is a party.
- (4) Contracts with the township. Any appointee who has a financial interest in any business entity, transaction or contract with the township or in the sale of real estate, materials, supplies or services to the township, shall make known to the Township Secretary such interest in any matter. This provision shall not be applicable to stocks, bonds, mutual funds or other holdings wherein the investment in relation to the entire entity is insignificant. He shall refrain from

voting upon or otherwise participating in the transaction or the making of such contract or sale.

(5) Disclosure of interest and recusal in pending matters.

- (a) An appointee who has any interest in any pending township motion, resolution, ordinance or other matter coming before the Board or Commission of which the appointee is a member which would impair his independence of judgment or action in the performance of his official duties shall disclose such interest to the Township Secretary and shall abstain from the consideration of or voting upon such matter.
- (b) Any appointee who has a financial interest in any matter coming before the Board or Commission of which the appointee is a member and who participates in discussion with or gives an official opinion to the Board of Commissioners shall disclose same and shall abstain from the consideration of or voting upon such matter.
- (c) An appointee may appear before township agencies to advance or express his personal interests. However, that appointee shall recuse himself from consideration of any matter bearing on such personal interests that might come before the Board or Commission of which he is a member unless the matter is one of general application to the residents of the Township and only indirectly bears on the appointee's personal interests

C. When an appointee has doubt as to the applicability or interpretation of any provision of this policy, he or she may apply to the Board or Commission on which he sits for an advisory opinion. The appointee may submit in writing the question raised and the language to be interpreted without necessarily making reference to a particular set of facts.

D. The Board or Commission as well as the appointee may also refer the matter to the Township Solicitor for his opinion, provided the Township Secretary is advised of the referral.

E. Nothing in this policy shall be deemed to amend, modify, alter or supersede any statutory enactment regarding the privileges, duties or obligations of appointees, including the Public Officials Ethics Act and any ethical code adopted by the Board of Commissioners.

Adopted by the Board of Commissioners – September 14, 2010