

**LOWER SALFORD TOWNSHIP  
BOARD OF SUPERVISORS**

**MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION NO. 2020- 29**

**A RESOLUTION ESTABLISHING THE LOWER SALFORD  
TOWNSHIP COMMUNICATIONS COMMITTEE**

**WHEREAS**, Section 1506 of the Second Class Township Code authorizes the Board of Supervisors of Lower Salford Township (hereinafter, the "Board of Supervisors") to make and adopt ordinances, bylaws, rules and regulations necessary for the proper management, care and control of the Township and the maintenance of peace, good government, health and welfare of the Township and its citizens; and

**WHEREAS**, the Board of Supervisors has determined that it is important to good government to facilitate proper communications between the Township and its citizens; and

**WHEREAS**, in order to assist with such communications, the Board of Supervisors finds that it is in the best interest of the Township and its citizens to establish a Township committee to be known as the "Communications Committee".

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

1. Establishment. There is created in Lower Salford Township (the "Township") a committee to be designated the "Communications Committee."
2. Purpose. The purpose of the Communications Committee shall be as follows:
  - A. Explore and enact the most effective way of facilitating communications and ideas between the Township and its residents.
  - B. Assist the Board of Supervisors and other Township departments, committees or boards to ensure efficient communications with the public.
  - C. Be responsible for supporting the Township to inform the community about its upcoming meetings, Township-run community events, department announcements, and to the extent possible, public events serving the Township run by non-profit local organizations.
  - D. Deliver timely, accurate, and complete information regarding the Township's policies, programs, services, and initiatives to residents and business owners of the Township.
3. Membership and Terms.

A. The membership of the Committee shall consist of five (5) members: one (1) member of the Board of Supervisors; and four (4) residents and/or business member of the Township.

B. One (1) representative of the Board of Supervisors shall be appointed by the Board of Supervisors, and shall serve until a new Board of Supervisors' representative has been appointed or until the completion of their term of office, whichever occurs first.

C. Except as set forth in paragraph D below, the four (4) resident/business members of the Communications Committee shall be appointed by the Board of Supervisors and shall serve for a period of three (3) years except for the initial staggered terms.

D. The term of each resident and/or business member shall begin on the first day of January, and each member shall continue in office until his or her successor shall be appointed, except upon the filling of a vacancy, and for the initial term of appointees, which shall commence once appointed, and relate back to January of such year for purposes of counting the term of the initial appointment. The terms of the initial resident appointees shall be staggered as follows:

One (1) initial member will have a one-year term;

One (1) initial members will have a two-year term;

Two (2) initial members will have a three-year term.

E. Professional communications or marketing experience is preferable. Desirable skills include: communication strategy development and management, editorial writing, graphic design, website development, social media engagement, photography, video production and design, and digital and traditional advertising.

4. Vacancies. In the event of the resignation of any member of the Committee, or in the event of the death or inability to serve, or in the event of the member's absence from fifty percent (50%) or more of the regularly scheduled meetings of the Committee in any twelve-month period, during which latter event removal shall automatically occur (except in the case of serious illness), the Board of Supervisors may fill said vacancy by appointment for the remainder of the unexpired term.

5. Organization – Officers.

A. The Committee shall elect a chairperson, vice chairperson and secretary at its inaugural meeting and subsequently at its annual organizational meeting in January, which officers shall serve for a term of one year and remain in office until their successor is appointed.

B. The secretary shall keep minutes of all meetings of the Committee, which minutes and copies of official correspondence of the Committee shall be kept on file at the Township.

6. Meetings.

A. The Committee shall hold meetings at the Lower Salford Township municipal building.

B. Meetings shall take place on a regularly scheduled date and time to be determined by the Committee.

C. The Committee may make and amend rules and regulations concerning the conduct of its meetings.

D. All meetings shall be open to the public.

7. Powers and duties. The Committee shall have the following powers and duties:

A. To abide by the Committee Purpose set forth above.

B. To work amicably with all Township employees, staff, departments, and volunteers helping to foster and improve the flow of ideas and communications between the Township and its residents.


C. To gather and report recommendations and ideas regarding effective communications which may be beneficial to the Township to the Board of Supervisors.

D. All Committee recommendations will be subject to approval by the Board of Supervisors.

**APPROVED** at the public meeting of the Lower Salford Township Board of Supervisors held on October 7, 2020.

**LOWER SALFORD TOWNSHIP**

By: \_\_\_\_\_

  
**Douglas A. Gifford, Chairman,**  
Board of Supervisor

Attest: \_\_\_\_\_

  
**Joseph S. Czajkowski, Secretary**