

Mt. Lebanon Advisory Board Policies and Procedures

Adopted February 27, 2024

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I. Structure

There shall be five municipal advisory boards. The titles and purposes of these advisory boards shall be defined by the Commission in the Administrative Code.

A. Purpose

The Municipal Advisory Boards are to be advisory to the Mt. Lebanon Commission. Advisory Boards shall coordinate their activities with goals and priorities set forward by the elected officials and staff of the municipality as well as the objectives laid out in adopted plans such as the Comprehensive Plan, Parks Master Plan, Climate Action Plan, etc.

B. Parliamentary Procedure

Municipal Advisory Boards shall operate under Robert's Rules of Parliamentary Order unless otherwise specified. A sample Order of Business is included as Appendix A.

C. Open Meetings Acknowledgement

All meetings or portions of meetings at which official action or deliberations are taken shall be open to the public. However, the board may meet in closed session for discussion purposes, pursuant to and in accordance with "The Pennsylvania Sunshine Act."

Boards may adjourn into an Executive Session only to discuss matters as defined in the Sunshine Act as eligible for Executive Session discussions.

Under certain circumstances, records created by Board members concerning Municipal business may be public records. Board members may wish to consider this, for example, when composing emails about municipal business.

D. Officers

The officers of each Municipal Advisory Board shall consist of a Chairperson and Vice-Chairperson. The municipality shall provide a Municipal Staff liaison who shall act as secretary (unless otherwise required by law) and staff support to the board.

1. Duties of Officers

The Chairperson shall preside at all meetings and hearings of the board and shall have the duties normally conferred by parliamentary usage of this officer. The Chairperson shall be an ex-officio member of any committees created by the board.

The Vice-Chairperson shall act as Chairperson in the Chairperson's absence.

2. Selection of Officers

Advisory Boards shall conduct Reorganization Meetings in April or May of each year. Nominations shall be made in accordance with Robert's Rules of Order for the election of officers specified in this section. A candidate receiving a majority vote of the Appointed members present at that meeting shall be declared elected and shall serve one year or until their successor shall take office.

If a quorum of board members is not present at the Reorganization meeting, the annual Reorganization shall take place at the next meeting in which a quorum is met.

E. Meetings

Regular meetings will be held by the board on a periodic, recurring basis. The Mt Lebanon Commission shall establish the time(s) of day, date(s), and place(s) where the regular meetings will be held by official action. A sample proposed meeting schedule is included in Appendix D.

It shall be presumed that the board will hold all its regular meetings at the time, on the date, and at the place designated unless a meeting is canceled by the Chairperson or staff liaison for cause and notice given to board members. Inasmuch as is feasible, meetings shall be held in such format to ensure that both in-person and remote participation are available to Board members, associate members, and the public.

F. Quorums

1. Simple Majority of Appointed Board Members

A quorum shall consist of a simple majority of the total appointed board membership, including officers. Board members attending remotely shall count towards the quorum provided they are actively participating in the meeting.

Mt Lebanon Commissioners, staff liaisons, and associate members may not comprise the quorum, nor do they have voting privileges.

2. Official Action

A majority of the quorum, either in-person or through remote participation, is required to take official action.

G. Hearings

Some advisory boards may be given quasi-judicial functions by the Commission as part of the enacting ordinance. Some of these functions may require public hearings. In addition to those required by law, an advisory board may hold a public hearing when a majority of the board votes to hold a hearing on a particular matter they deem to be in the public interest.

1. Notice

Except as required by law, notice of the time and place of such hearings, when on matters of widespread interest, shall be published on the municipal website and on the meeting agenda at least one week prior to the hearing.

2. Presentations

The matter before the board shall be presented in summary, by some person designated by the Chairperson, and parties in interest shall have privilege of the floor.

3. Records

A record shall be kept of those speaking before the board at such hearings including name, address, and a summary of their comments.

H. Sub-Committees

1. Right to Create Sub-Committees

Advisory Boards shall have the right to create sub-committees to explore certain topics or pursue projects assigned to their board. An Advisory Board shall create a sub-committee by majority vote of the board during a regular public meeting of the board. Sub-committees may be created at any time during the calendar year.

After the creation of a sub-committee, the Commission Liaison shall inform the Commission at the next Discussion Session. The Staff Liaison shall inform the Municipal Manager by email following the meeting.

2. **Terms**

Sub-committees shall expire on March 31 of each calendar year. As part of the annual reorganization meeting of the Board (in April), the Board may vote to continue a previously-created sub-committee if their work was not completed in the prior calendar year.

3. **Sub-Committee membership**

Sub-committees may consist of both Appointed and Associate board members. The number of Appointed board members on a Sub-Committee shall be less than the quorum of the board so that no Sub-Committee meeting shall ever have a quorum of Appointed board members. Sub-Committees may also incorporate other members of the community or local experts on specific topics provided that only Appointed board members may vote on any matters of official business.

4. **Sub-Committee Chair**

Sub-Committees shall appoint a chair similar to the process for a Board chair appointment. The sub-committee chair must be an Appointed member of the Advisory Board. The sub-committee chair shall run the meetings in an organized fashion and shall be responsible for all communications with the Board Chair, Commission Liaisons and Staff Liaisons regarding the work of the sub-committee.

The Chair shall set the agendas for sub-committee meetings and will schedule the meeting dates and times, provided that proper notice is given to the Commission and Staff Liaisons as noted in this section.

5. **Reporting**

Sub-Committees shall make a report of their monthly activities to the advisory board as part of each Board meeting until the sub-committee ends. The sub-committee chair shall be responsible for making the report of sub-committee activities at the Board meeting. Written reports from sub-committees will be accepted by the Board and incorporated into the meeting minutes of the Board.

6. **Document Sharing**

The Staff Liaison shall create sub-folders within the shared document storage location of the advisory board for sub-committees to store and share documents. All documents obtained, created, edited, and authored by sub-committees (including draft working documents) shall be stored in the shared document storage location as designated by the municipality. Both the Commission liaison and Staff liaison, along with all other members of the advisory board, shall have access to all sub-committee documents at all times.

7. **Inclusion of Liaisons**

Commission liaisons and Staff liaisons shall be notified at least one week in advance of any sub-committee meetings. Commission liaisons and Staff liaisons are not required to attend sub-committee meetings but may choose to attend. The municipal manager may

direct staff liaisons or other members of municipal staff to attend sub-committee meetings if the topic is pertinent to their area of operations. If the sub-committee wishes for a municipal staff member, including the Board staff liaison, to attend a sub-committee meeting, those requests should be made in writing to the Municipal Manager.

I. Liaisons

Advisory Boards may appoint one member to serve as a liaison to another municipal advisory board or statutory board. Liaisons to another advisory board will function as an associate member of those boards. Liaisons may also be appointed to statutory boards (such as Planning, Library, etc). The goal of liaisons between boards is to increase collaboration on projects that may span the areas of interest of multiple advisory boards.

II. Commission Responsibilities

A. Defining Goals and Objectives

The Commission define the overall goals and objectives for the municipal advisory boards. This shall be done through the municipal comprehensive plan, Commission goal-setting workshops, and through policy directives and resolutions approved by the Commission.

B. Liaison Role

One Mt. Lebanon Commission member shall be appointed and act as the liaison to each advisory board. The liaison roles shall be appointed each year by the Commission at the annual Reorganization Meeting.

When feasible, Commissioners should rotate advisory boards each year so that each Commissioner serves as the liaison to different advisory boards. Additionally, the position of Commission President should rotate between advisory boards so that no advisory board has the Commission President as their liaison more than once during a four-year span.

An example of the Commission rotation for Advisory Board liaison positions is included in Appendix C.

C. Reporting

The Commission liaisons shall provide verbal reports on activities of their advisory boards during Discussion Sessions.

D. Equity in Appointments

When possible, the Commission shall strive to achieve the following distribution goals in appointing residents to Advisory Boards. These goals are not mandatory and the Commission may deviate from them in order to accommodate the necessary skill sets on a given board at a given time.

1. Representation from each Ward

When possible, the Commission shall strive to ensure that each Ward has at least one resident on each advisory board.

2. **No majority Ward**
When possible, the Commission shall strive to ensure that no individual Ward has a majority membership on any individual advisory board (5 of the 9 members).
3. **Relocation within the Municipality is not cause for removal**
The above goals shall not be cause for removal of a board member if that member relocates to a new home within the community. If a board member relocates to another Ward within the municipality, this shall not be deemed as cause for their removal from an advisory board even if their prior Ward of residence no longer has a member on said board or if their new Ward now has a majority of members on said board.

E. **Ad Hoc Committees**

The Commission, under the powers in the Administrative Code, may at any time create Ad Hoc Committees for a specific purpose. In the creation of these Ad Hoc Committees, the Commission may choose for them to be standalone bodies or to fall under the oversight and direction of an Advisory Board. Should the Commission decide for an Ad Hoc Committee to fall under the oversight and direction of an advisory board an Appointed Board Member shall serve as the chair of the Ad Hoc Committee. The Ad Hoc Committee should provide regular updates at the designated Advisory Board's monthly meetings with the other "Sub-Committee Reports." The Appointed Board member serving as the Chair of the Ad Hoc Committee shall be responsible for ensuring all documents are stored, saved, and shared in the proper manner following the established procedures of that Advisory Board.

III. **Staff Responsibilities**

A. **Staff Liaison**

The municipality shall provide at least one Municipal Staff liaison who shall act as secretary (unless otherwise required by law) and staff support to the board.

Appointments of staff liaison(s) shall be at the sole discretion of the Municipal Manager.

1. **Duties of Staff Liaisons**

The Municipal Staff Liaison, appointed by the Municipal Manager, shall act as the liaison between the Board and the Manager, shall have the responsibility to ensure that all Board business is conducted within all laws and guidelines established by the Commission. The Liaison shall ensure meeting agendas and minutes conform to municipal standards and are published through all appropriate municipal protocols. The Liaison shall ensure that all official actions taken by the Board are properly registered with the Municipal Manager for any necessary action.

Staff Liaisons shall set agendas for Advisory Board meetings, with the concurrence of the Chair of the board. Agendas shall be posted on the municipal website at least 6 days in advance of the board meeting.

B. **Document Storage, Retention, and Record-Keeping**

The municipality shall provide advisory boards with shared document storage. Staff liaisons shall be given access to all documents created by Advisory Board members while fulfilling their functions as members of the Board. Staff liaisons shall also be given copies of any documents

provided to any Board members while fulfilling their functions as Board members. This includes, but is not limited to – draft policy documents, research findings, meeting notes, and documents requested to be sent to the Commission or Municipal Manager. Staff liaisons should be copied on any emails to or from board members relating to their functions as members of the Board, including emails between Board members relating to Board business or Sub-Committee business.

C. On-Boarding and Orientation

Municipal staff shall provide an annual training for newly appointed members of advisory boards. These on-boarding and orientation sessions shall be conducted in April of each year when new members are appointed to provide an overview of the structure, setup, and procedures of Mt. Lebanon’s advisory boards. The Municipal Manager shall designate which staff liaisons will conduct this training and on-boarding.

IV. Advisory Board Membership

An overall summary of Appointed, Associate, and Liaison members is included in Appendix B.

A. Appointed Members

1. Purpose

Each Municipal Advisory Board shall be comprised of nine residents of the Municipality as specified in the enabling ordinance. Additional members who are not appointed as identified by this section shall be considered “associate members.” It is intended that the Board membership consist of a diverse and committed group of individuals with a variety of complementary skills, critical thinking abilities and expertise as necessary to fulfill their duties. Diversity of backgrounds, neighborhoods and interests helps the board understand and make recommendations to benefit the entire community.

2. Residency

Advisory Board members shall at all times maintain an address of residency within the Municipality. If an advisory board member relocates their primary residence outside the municipality, they must resign from their position on the board.

3. Appointment and Removal

The appointment and removal of members of Municipal Advisory Boards shall be the responsibility of the Commission, which will act in its discretion. Whenever feasible, the Commission shall publicize vacancies on Boards and solicit indications of interest from residents desiring to serve. Except as otherwise provided by applicable law, a member of a Board may be removed by the Commission at any time with or without cause.

Appointments shall generally be made by the Commission during the month of March, unless a vacancy is created due to the resignation or removal of the member of an advisory board. In the case of a vacancy, a new board member may be appointed at any time at the discretion of the Commission.

Appointed board members may, at any time during their appointed term, voluntarily choose to resign from their positions. A board member wishing to resign shall notify the Staff Liaison and Commission Liaison in writing (by email is acceptable). The written notification shall include the date when the board member wishes for their term to end.

4. **Term Length**

Each appointed member of a municipal advisory board shall serve a term of three years. Terms shall run from April 1 of the year of appointment through March 31 three years later unless otherwise specified at the time of appointment. Members shall be eligible for reappointment to one additional term at the discretion of the Commission after the completion of their first three-year term. At all times, the Commission shall strive to achieve this distribution of terms so that three seats expire each year on each board.

If a member is appointed to fill an unexpired seat on an advisory board at any point during the three-year term, they shall be eligible for two additional reappointments at the discretion of the Commission.

5. **Changing Boards**

If a member of an advisory board wishes to move to another advisory board to fill an open seat, they shall make a request to the Staff Liaison and Commission Liaison in writing (by email is acceptable). The Commission shall have the sole discretion to honor their request or to keep them on their current advisory board.

If a member changes to another board, they shall be appointed until the time when the three-year cycle for the new seat expires. Their length of service from the previous board shall transition with them to the new board so the member shall only be eligible for reappointment to the new board if their cumulative service is less than two full terms.

6. **Re-Application After Two Terms Served**

After serving two full terms on a municipal advisory board (as defined above), a resident may re-apply for appointment to any advisory board after a one-year hiatus from serving on an advisory board.

B. **Associate (Non-Voting) Members**

1. **Community Organizations**

Certain Community Organizations whose core mission aligns with a certain advisory board and are apolitical in nature may be offered associate member seats on specified advisory boards. The Commission will designate which groups and organizations receive Associate Member positions. A group designated to receive an Associate Member position will designate their liaison to the advisory board and be responsible for that member's attendance (or for finding a substitute liaison if that individual is unable to attend). Staff liaisons will include Associate members on emails of meeting agendas but are not responsible for ensuring attendance of associate members.

The appointment and removal of community organizations as associate members of Municipal Advisory Boards shall be the responsibility of the Commission. The Commission may also request a community organization to appoint a different liaison to the advisory board under any circumstance deemed necessary by the Commission.

2. **School District Liaison(s)**

In order to facilitate greater collaboration and cooperation between the Municipality and the School District, each advisory board will have up to two non-voting liaison positions available for representatives from the school district. Appointment of individuals to this position will be at the discretion of the school district. These may be either elected School Board members, members of the district staff, or both if the district and municipality see the value in having a Board member and staff member share in the liaison roles.

C. **Responsibility of Board Members**

1. **Meeting Attendance**

All members, appointed and associate are expected to attend scheduled, routine meetings. The general expectation is that Board members will attend meetings in person. Virtual attendance options will be available for all Board meetings. If a board member is not able to attend in person but can attend virtually, they shall remain on camera for the duration of the Board meeting. Appointed board members attending virtually shall count towards the quorum of the board during the meeting.

The Board Chair shall be responsible for tracking meeting attendance of board members and communicating to the staff liaison any members who will not be present for a meeting. Board members who will miss a meeting should notify both the Board Chair and Staff liaison.

A board member who is absent from any four consecutive regular monthly Board meetings or who is absent from six regular monthly meetings during a twelve-month period may be placed "on notice." The notification shall come from the staff liaison, as detailed in the following section. The Board Chair may request the staff liaison to send the notification of non-attendance, or a majority of members present at any meeting may vote to have the staff liaison send notification of non-attendance to any board member meeting the above criteria.

2. **Notification of Non-Attendance**

The notification shall be written by the staff liaison (either by email or by mail to their home address as submitted with the Board member's application), include a summary of the member's attendance record; and request the member to reply in writing (by email or regular mail) within twenty calendar days or appear in person at the next regular monthly board meeting, whichever occurs later.

If a member notified as above fails to respond, or if the member's reply in the judgment of the board members present at a regular meeting indicates nonfeasance in office, the Commission, as the appointing authority, shall be notified giving the relevant facts in the matter with a recommendation from the Board to remove such board member from office.

Nothing in this Section will be construed as a limitation on the Commission's general discretionary authority to remove any member of an advisory board at any time or for any reason.

V. Advisory Board Functions, Duties, and Limitations

A. Purpose

The Municipal Advisory Boards are to be advisory to the Mt. Lebanon Commission. Advisory Boards shall coordinate their activities with goals and priorities set forward by the elected officials and staff of the municipality.

B. Core Mission

Advisory Boards are representative of and a part of the municipal government. In no case shall advisory boards promote or conduct activities contrary to the services, interest and core functions of the Mt. Lebanon municipal government. This includes but is not limited to, the requirement that confidential information not be disclosed to the public.

C. Work Plan

Each year the municipal advisory boards shall approve a Work Plan. This should be done in May of each calendar year. Work plans should be created in consultation with the Commission Liaison and Staff Liaison to ensure that board goals, priorities, and action steps align with the municipal Comprehensive Plan, other planning documents approved by the Commission, and other goals and priorities established by the Commission. The Work Plan should be provided to the Commission after approval by vote of the advisory board.

A calendar of annual duties and responsibilities for all advisory boards is included in Appendix D.

D. Representation on Municipal Working Committees

From time to time, the Municipal Manager may designate one or more members of an advisory board to serve on a municipal working committee or as a liaison to an ongoing municipal project. It shall be the responsibility of the designated member of the advisory board to report back to the Board on the progress of the working committee and/or municipal project, but the Board as a whole does not have oversight of the committee or projects that are directed by the Municipal Manager.

E. Capital Improvement and Budget Requests

As part of the Municipality's annual budgeting process, Advisory Boards may make recommendations for future expenditure of municipal funds either through the Capital Improvement Program or through Budgetary Service Level requests.

1. Capital Project Requests

Each Advisory Board shall annually ratify in May of each calendar year, a list of requested Capital Improvement projects to be considered over the next five years. The list shall include details of the proposed projects, references to goals in adopted municipal plans which this project would advance or complete and shall be organized in order of priority of the Board with the highest-priority projects listed first. The Staff Liaison shall provide the Capital Improvement project priority lists to the Planning Office by May 31 of each year.

The Planning Office will combine all submissions by Advisory Boards, provide that information to the Commission during the Capital Planning process, and consider the requests from the Advisory Boards in designing the annual Capital Improvement

Program. However, the Planning Office, Commission, or any other department of the Municipality, shall not be bound by the recommendations of any board, and may alter, amend, remove, or combine any requests as the Department sees fit.

2. **Annual Budgetary Service Level Requests**

Advisory Boards may also submit requests for budgetary funding to be included as expanded levels in the annual operating budget. Requests for budgetary expenditures shall be ratified by a majority vote of the Board by June 30 of each year. Staff Liaisons shall inform the Finance Department of the budgetary requests and work with the Finance Department to include these requests as part of the budget document provided to the Municipal Manager for review.

The Municipal Manager and Finance Department may consider the requests from the Advisory Boards in designing the annual Operating Budget. Service Level items recommended by advisory boards shall be duly noted in the service level descriptions in the Manager's Recommended Budget. The Manager, Finance Department, and Commission shall not be bound by the recommendations of any board, and may alter, amend, remove, or combine any requests as the Manager, Finance Director, or Commission sees fit.

F. **Deference to Commonwealth Agencies and the Commission**

The board shall not exercise any powers or perform any duties which by law are conferred or imposed upon a Commonwealth agency or the Commission. Advisory Boards are recommending bodies only except in the limited instances where the establishing ordinance grants certain specific powers and functions to a board.

G. **Direction of Municipal Staff, Expenditure of Funds, and Contracts**

Advisory Boards and sub-committees do not have the authority to direct activities of municipal staff, to expend municipal funds, or to enter into any contracts, or take other actions which bind the municipality in any way. Any requests for municipal staff action, expenditure of municipal funds, or for the creation of a contractual relationship between the municipality and another individual or entity should be provided in writing to the Municipal Manager.

H. **Annual Report**

Advisory Boards, in March of each year, shall provide a report to the Municipal Planner on accomplishments of the board during the year prior that meet the objectives of the municipal comprehensive plan.

I. **Nature of Boards**

Boards are part of the structure of the Municipality, and are not independent of the Municipality. In furtherance of this structure, Boards are apolitical in nature and focused on the enhancement of essential services to residents of the Municipality in accordance with Commission direction and requests. As such, Advisory Boards are not a forum to promote, endorse, advertise, or advance any specific candidates for political office at any level of government or any particular political or other causes independent of the direction given by the Commission.

J. **Events and Programs**

Advisory Boards may participate in municipal events or programs and provide assistance with the express approval of the municipal manager. Participation in events or programs and the creation and distribution of any educational materials shall be fully coordinated through the Public Information Office or other departments as deemed appropriate by the municipal manager. As Advisory Boards are part of the overall Municipal structure, Advisory Boards shall not independently host events or formally attend any events that are not approved and coordinated by the Municipality.

K. **Miscellaneous Provisions**

These policies and procedures are designed to provide Boards with a meaningful framework within which to function fully. Nothing herein is intended to require invalidation of any action for any deviations from the policies and procedures. These policies are subject to change at any time by the Commission, and nothing herein will in any way limit the full discretion of the Commission with respect to Boards and Board members.

APPENDIX A – ORDER OF BUSINESS

The Order of Business at regular advisory board meetings shall be:

1. Roll Call
2. Review of minutes from previous meeting
3. Public Comment
4. Commission Liaison Report
5. Staff Liaison Report
6. Report of Officers and Sub-Committees
7. Old Business
8. New Business
9. Adjournment

A sample Agenda is provided on the following page.

**MT. LEBANON SAMPLE ADVISORY BOARD
TUESDAY, (date), (year)**

6:00 P.M.

ROOM C

710 WASHINGTON ROAD

PITTSBURGH, PA 15228

Zoom Link: <https://us02web.zoom.us/j/89487171414?pwd=Wjg1SEtsWmV5ZEYxWHFUcVFobWwydz09>

Zoom participants: If you wish to comment during public comment agenda items, use the raise hand function. During the public comment agenda item, the chair will recognize you. When recognized, be sure to un-mute your line and announce your name and address for the record. You will have five minutes to comment.

AGENDA

Call to Order

Roll Call

- 1. Meeting Minutes**
- 2. Citizen Comments**
- 3. Chairperson's Report**
- 4. Commission Liaison Report**
- 5. Staff Liaison Report**
- 6. Sub-Committee Reports**
- 7. Old Business**
- 8. New Business**
- 9. Announcement of Next Meeting Date and Time** The next regularly scheduled meeting of the Mt. Lebanon Sample Board is **Wednesday, (date), (year)**, at 7:00 p.m. All municipal meetings have a Zoom webinar component to enable residents to attend meetings virtually.
- 10. Adjournment**

Mt. Lebanon Municipality and the Sample Board will make reasonable accommodations to its programs and services to assure access to all persons. If, because of a disability, you require an accommodation, please call (staff liaison phone number) at least 2 business days in advance of the scheduled meeting.

APPENDIX B – Board Structure

	Community Engagement	Economic Development/ Sustainability	Financial Management	Parks & Recreation	Transportation & Mobility
	Commission Liaison	Commission Liaison	Commission Liaison	Commission Liaison	Commission Liaison
Staff Liaison 1 (Appointed by Manager)	<i>PIO</i>	<i>Commercial Districts Manager</i>	<i>Finance Director</i>	<i>Recreation Director</i>	<i>Public Works Director</i>
Staff Liaison 2 (Appointed by Manager)	<i>HR Manager</i>	<i>Sustainability Coordinator</i>	<i>Asst. Finance Director</i>	<i>Parks & Facilities Coordinator</i>	<i>MLPD Traffic Lt.</i>
Appointed Members	9 residents, appointed to 3-year terms with 3 terms expiring each year	9 residents, appointed to 3-year terms with 3 terms expiring each year	9 residents, appointed to 3-year terms with 3 terms expiring each year	9 residents, appointed to 3-year terms with 3 terms expiring each year	9 residents, appointed to 3-year terms with 3 terms expiring each year
Key Skill Sets	Set by Commission	Set by Commission	Set by Commission	Set by Commission	Set by Commission
School District Liaisons (Non-Voting)	MTLSD Appointed Liaison(s)	MTLSD Appointed Liaison(s)	MTLSD Appointed Liaison(s)	MTLSD Appointed Liaison(s)	MTLSD Appointed Liaison(s)
Associate Members (Community Org Liaisons – designated by Commission)	- Outreach - St Clair Health	- Partnership - Planning Board - Historical Society - Beverly Rd Businesses - LeboGreen		- Nature Conservancy - Sports Orgs	- PTA

Appendix C – Commission Liaison Rotation Example

Goal: In a five-year cycle each Commissioner serves as the liaison to each advisory board once. The position of Commission President serves as liaison to each advisory board once during each five-year cycle. (Commission President position noted in **bold**, following the current rotation.)

	Year 1	Year 2	Year 3	Year 4	Year 5
Community Engagement	Ward 3 (Pres)	Ward 2	Ward 4	Ward 1	Ward 5
Mobility	Ward 5	Ward 3	Ward 1 (Pres)	Ward 2	Ward 4
Economic Development & Sustainability	Ward 1	Ward 5	Ward 3	Ward 4	Ward 2 (Pres)
Parks & Recreation	Ward 4	Ward 1	Ward 2	Ward 5 (Pres)	Ward 3
Financial Management	Ward 2	Ward 4 (Pres)	Ward 5	Ward 3	Ward 1

Appendix D – ANNUAL CALENDAR & MEETING SCHEDULE

Month	Commission	Staff	Advisory Boards
JANUARY	- Reorganizational Meeting (Board Liaison assignments made)		
FEBRUARY	- Advertise Open Board Positions - Goal-Setting Retreat		
MARCH	- Receive & Review applications for boards - Appoint New Board Members		- Report to Municipal Planner on Comp Plan Goals Accomplished in prior year
APRIL			- New member orientation - Reorganization Meeting (including sub-committees) - Work Plan Discussion
MAY		- CIP Items submitted to Planning Department	- CIP Requests Submitted - Work Plan Approved
JUNE		- Manager review of CIP	- Budget Requests Submitted
JULY		- Comp Plan Progress Report to Planning Board	
AUGUST	Receive CIP Report on Comp Plan Progress	- CIP review by Planning Board	
SEPTEMBER			
OCTOBER			
NOVEMBER	Budget Hearings	- Budget Released 11/1	
DECEMBER	Approve Budget		

Standardized Meeting Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1		Mobility	Engagement	7pm ZHB (rotating)	
Week 2		6pm Commission Exec & Discussion 8pm Commission meeting	Financial Management		
Week 3		6:30pm Planning Discussion 7pm Planning Board 7pm Library Board	Parks & Rec		
Week 4		6pm Commission Exec & Discussion 8pm Commission meeting	Resiliency		

Statutory Board // Advisory Board

All board meetings begin at 6pm. Mondays & Thursdays reserved in case meetings need to be moved up or pushed back a day due to observed holidays or religious holidays.

Civil Service Board & Board of Appeals meets as needed.