

**GOVERNMENT STUDY COMMISSION
SUGGESTED OUTLINE**

OATH

ELECTION OF OFFICERS

COMPLETION OF TASKS - 18 MONTHS

MEETINGS

- I. Need to set time and place of meetings - advertising required, subject to Sunshine Act*.**
- II. Public Hearings - at least one is mandatory, however would suggest four (4) throughout process - advertising required.**

***All deliberations and formal actions must be taken at a public meeting.**

SCHEDULE

As you have eighteen (18) months to complete tasks, you may want to create a schedule establishing certain goals.

EXAMPLE - First Public Hearing January 2015

Second Public Hearing June 2015

Third Public Hearing and Presentation of Recommendations January 2016

Fourth Public Hearing - Final Written Study with Recommendations and/or Home Rule Charter May 2016

RESOURCES

- I. Coordinate with Township staff for clerical support and advertising.**
- II. Communications - reserving time and space on Township website, inclusion in Township newsletters, and possibly incorporating surveys and/or questionnaires therein.**
- III. Legal - would recommend that you request the Township provide and pay for counsel (other than Township Solicitor)**
- IV. Government Experts - Governor's Center for Local Government Services will provide "government professionals" free of charge. These folks will explain Home Rule possibilities and ramifications.**

SUGGESTED STARTING POINTS

First Regular Meeting

- 1. Adopt schedule/budget**
- 2. Request services of Government Expert**

Second Regular Meeting

- 1. Research and study of existing form of government**
- 2. Interview Supervisor(s), Solicitor, Manager/Secretary for the purpose of understanding how Concord Township operates**
- 3. Review Electoral Process, i.e., number of Supervisors, terms, district and/or at-large, for the purpose of understanding how Supervisors are elected**

Third Regular Meeting/Public Hearing

- 1. Hold hearing to obtain suggestions and comments on Concord Township's present form of government.**

Fourth Regular Meeting

- 1. Study and review a selected Home Rule Community**
- 2. Contrast and compare with Concord Township**

Fifth Regular Meeting

- 1. Study and review a first class township**
- 2. Contrast and compare with Concord Township**

Sixth Regular Meeting

- 1. Study and examine how and/or if a Home Rule Charter would benefit Concord Township**
- 2. Legal Experts**
- 3. Government Experts**

Seventh Regular Meeting/ Public Hearing

- 1. Hold hearing to obtain suggestions and comments on optional forms of government and Home Rule.**

Continue with meetings as you deem appropriate.

DECISION

Approximately in December of 2015 a decision is made with respect to Home Rule, optional plan, no change, and/or keeping present form of government with limited change. This decision should be communicated to the public and tested through a public hearing and/or public

surveys.

If Home Rule is decided, a Home Rule Charter will need to be drafted. This would be followed by discussion and a public hearing on the Home Rule Charter draft.

FINAL REPORT

At the conclusion of the eighteen (18) months, a final report and/or charter will be submitted to the Municipal Secretary.

If the final report and/or charter requires a referendum, the matter will then be submitted to the voters of Concord Township.

A majority of the Commission is needed to pass any recommendation.*