

**SILVER SPRING TOWNSHIP CUMBERLAND COUNTY, PENNSYLVANIA**

**RESOLUTION 2017-17**

**A RESOLUTION ADOPTING RULES OF ORDER  
FOR THE FILLING OF VACANCIES  
IN ELECTED OFFICES WITHIN THE TOWNSHIP**

*WHEREAS, from time to time, vacancies arise in elected offices within Silver Spring Township ("the Township") for which the Board of Supervisors or the Vacancy Board of the Township have authority to fill the vacancies; and*

*WHEREAS, the Board of Supervisors of the Township wish to provide uniformity of the rules that apply to the nominations and filling of such vacancies.*

*NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby establishes the following rules of order that shall apply to the filling of all vacancies of elected offices that fall within the authority of the Board of Supervisors and the Vacancy Board of the Township:*

1. "Board" in the following rules shall apply to the Board of Supervisors of the Township and the Vacancy Board of the Township as relevant. "Board Chair" shall mean the chairperson of the above-respective boards.
2. If a situation arises that is not covered or addressed in these procedures, the Chair, with or without the assistance of the Solicitor, will rule on the matter. The Chair's rule can be challenged under the procedures outlined in *Robert's Rules of Order* (a motion of the Board, duly seconded, with a majority vote prevailing).
3. The Board will meet for the purpose of deciding who to select for the vacancy. Those candidates who are being considered will be asked to appear at this meeting and to address questions from the Board.
4. The Board Chair will call the meeting to order and ask each candidate to address any questions predetermined by the Board or make an opening statement.
5. Each nominee will have a maximum of five minutes to address the Board. The Board Chair will determine the order in which the candidates will speak.
6. At the conclusion of all of the speakers, the Board will be given an opportunity to ask any questions of the candidates.
7. When all of the questions are complete, the Board Chair may call a vote for the vacancy or request a special meeting.

**OPTION 1**

1. At the meeting, nominations for the vacant seat will be taken by the Board Chair. Nominations do not require a second. One or all of the slate, of candidates may be nominated; however, each person must be nominated separately by a Board member, and a Board Member may nominate more than one candidate.
2. The Board will adopt a motion to close nominations for the Board vacancy. Within the motion, the Board will list the slate of candidates for the vacancy.
3. In the order of the nominations, each nominee will be voted on separately. A roll call vote will be taken on each nominee until one individual receives a simple majority vote. A motion (and second) may be used to reconsider the vote of a nominee. The voting continues, but if the situation is deadlocked, as determined by the Board Chair, the Board could move, by motion, to implement Option 2.

**OPTION 2**

1. A ballot will be handed out to the Board members by the Secretary asking each member to select one of the candidates. Each member must sign the ballot. Ballots not signed will not be considered as a vote for any candidate. Ballots will be read aloud and recorded by the Secretary. If any nominee receives a simple majority vote then he/she will be deemed the winner.
2. If no nominee receives a majority vote, the candidate with the lowest total votes will be dropped from the ballot. Then, the Board will vote again by the method noted in #1 under this Option 2. If more than one of the candidates are tied for the lowest vote total, then those candidates will be voted by ballot as outlined in #1 in this Option 2. In this case, the candidate with the majority vote stays on the ballot. If there is still a tie for lowest vote count, the Board will vote again by ballot and the nominee with the majority vote will continue on the ballot.

**THIS RESOLUTION, ORDAINED AND ADOPTED this 6<sup>th</sup> day of July, 2017.**

**ATTEST:**

**BOARD OF SUPERVISORS  
TOWNSHIP OF SILVER SPRING**

  
\_\_\_\_\_  
Theresa Eberly, Township Secretary

  
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Nancy Konhaus Griffie, Chair