

Borough Council Reorganization Procedures

All Boroughs must reorganize on the first Monday in January of each even numbered year unless it is a holiday.

Here are the steps that should be followed for the meeting.

1. The reorganization meeting, like all Council meetings, must be advertised in a newspaper of general circulation at least three days in advance of the meeting.

2. The Mayor, whether newly elected or reelected, must present his affidavit of residency to a judge or a notary public and take the following oath of office prior to the meeting or at the meeting:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity."

Newly elected and reelected members of Council shall present their completed affidavit of residency to a judge or notary public prior to the meeting or to the mayor at the reorganization meeting. At that point they can take the same oath of office.

A written copy of the oath and the affidavit must be filed with the borough secretary and maintained with the borough records for six years.

3. The mayor presides over the reorganization meeting until the officers are elected. The mayor only votes at the organization meeting if his vote is needed to make up a quorum for voting on the election of officers. If the mayor is absent, then once all of council members have qualified (present affidavits and take oath of office) then the council members choose one member to preside until the officers are organized.

4. The mayor, or presiding council member, accepts nominations for the office of president of council. Nominations do not require a second, and are voted in the order that the nominations are made. Voting continues until one nominee attains a majority. The process is repeated for vice president. Once the officers are elected, the mayor turns the gavel over to the newly elected president.

Once the new Council is seated and officers are elected, it is able to conduct any other Council business that comes before it at the organization meeting.