

**AGENDA**  
**Millcreek Township Government Study Commission (GSC)**  
**Organizational Meeting**  
**Wednesday, December 4 @ 4:00pm**  
***Millcreek Township Municipal Building***  
***Assembly Room***  
***3608 West 26<sup>th</sup> Street, Erie, PA 16506***

- Pledge of Allegiance
- Duties of the GSC
  - See handout
- Oath of Office...
  
- Temporary Appointment Chairman
- Temporary Appointment Secretary
  
- Permanent Appointment
  - Chairman
  - Vice Chairman
  - Secretary, responsible for minutes and record keeping?
  - Treasurer, responsible for developing a budget and oversight of financial management/spending
  - Right to Know Officer
  
- Public Comment
  
- Vacancy/Alternate Selection
  - Resignations
  - Opponents on ballot?
  - Others?
  - Meeting Attendance?
  - How will they be filled in the future
  
- Recording Secretary

- Procedures
  - Will define meeting procedures
    - Conduct of meetings
      - A quorum is the majority and must always be met
    - Workshop sessions, committee meetings, research activities
      - Do not require a quorum
    - How many minutes for public comment
- Decisions as a group or committees?
  - If yes, appoint members
    - Budget committee
    - Current government review committee
    - Optional forms of government review committee
    - Similar size and structure of municipality committee
    - Public relations committee
    - Report committee
    - Citizen review committee
      - Can be a resident
      - Make recommendations upon review to GSC
- Meeting Dates for the next eight months to be advertised
- Professional Consulting firm to guide the GSC
  - Request for Proposal
- Work Schedule
  - First two months review the existing government
  - Next three to four months study and discuss the four optional plans of government
  - Seventh month deliberate with recommendation
  - Seven to nine months draft final report
- Other Business
- Public Comment
- Good of the order
- Adjournment