

# LANCASTER INTER-MUNICIPAL COMMITTEE AGREEMENT

September 13, 1995

## ARTICLE I

### PURPOSE

Sec. 1. Purpose: The purpose of this Committee shall be to provide a forum for the discussion of inter-municipal challenges or anticipated concerns among the member municipalities and amicable pursuit of solutions. Specifically, the member municipalities through participation in this committee shall:

1. jointly cooperate in sponsorship, establishment, administration, maintenance and operation of community programs and solutions to community problems
2. address the social, economic, aesthetic and environmental needs of the urbanized area including but not limited to the elimination of conditions which are detrimental to health, safety and public welfare
3. discuss and try to arrive at a more rational utilization of land and other natural resources, and the better arrangement of residential, commercial, industrial, recreational, and other needed activities centers
4. address the development of the urbanized area by reasonable regulation and incentives
5. promote the joint exercise of any powers common to each municipality member
6. promote cooperative activities and joint action among any or all members to avoid conflicts respecting jurisdiction and services and litigation
7. promote new procedures for the exercise of existing powers of each member municipality on the theory that there are certain situations and problems that can best be met and solved by several municipalities acting jointly, or permitting one of their number to act for all
8. create a forum for discussion of "tomorrow" before a crisis arises and for at least raising the possibility of a strengthened political will to tackle tough problems
9. address a healthy and balanced growth and endeavor to solve the transportation pattern including storage and movement of vehicles in the total urbanized area
10. recognize that coordination of many municipalities is necessary to handle the growth of the metropolitan or urbanized area rather than one government body acting singly.

## ARTICLE II

### POLICY

Sec. 1. Policy: The policy of this Committee shall not be to take any action binding an individual municipality. It is not a committee of any municipality but is a conference or

association of its members. Each individual municipality must deliberate within its own legislative body at an open meeting and vote on what, if any, action it intends to take.

### ARTICLE III

#### MEMBERSHIP

Sec. 1. Membership: Each of the following municipalities may be a member, if (1) approved by the governing body of the municipality by passing an ordinance at an official, open meeting of such body and (2) approved by all members present and voting in accordance with Article VII, Section 3, after an application has been before the Committee of the Whole for not less than 21 days: East Hempfield Township, East Lampeter Township, East Petersburg Borough, Lancaster City, Lancaster Township, Manheim Township, Manor Township, Millersville Borough, Mountville Borough, Pequea Township, West Hempfield Township, and West Lampeter Township. Each member municipality shall be officially represented by its legislative body, its elected executive (if any), and/or any other persons designated by its elected officials.

Sec. 2. The Lancaster Inter-Municipal Committee, for the purposes of this agreement, shall hereinafter be referred to as the Committee of the Whole.

Sec. 3. All municipal representatives shall be regular members and each municipality shall have equal voting rights on all matters brought before the Committee of the Whole, which means each municipality shall cast only one vote regardless of the number of representatives present.

Sec. 4. Municipalities adjacent to the municipalities listed in Article III, Section 1 may become members of this organization if (1) approved by the governing body of the municipality by passing an ordinance at an official, open meeting of such body and (2) approved by all members present and voting in accordance with Article VII, Section 3. An application must be before the Committee of the whole not less than 21 days before submission for approval.

Sec. 5. Municipalities may withdraw from membership in this organization effective January 1 of any year by notifying the Chairman and the Executive Director in writing prior to September 1 of the previous year. The decision to withdraw shall be made by the governing body of the municipality at an official, open meeting of such body.

### ARTICLE IV

#### OFFICERS

Sec. 1. Officers: At a meeting to be held in December of each year, there shall be elected by the Committee of the Whole from among its members a chairman, a vice chairman and a secretary-treasurer each to serve for one year beginning January 1 or until his or her successor has been duly elected. These officers must be elected officials of their municipalities.

Sec. 2. Duties of Officers:

(a) The chairman shall preside at all meetings and conduct the meetings in an orderly and impartial manner so as to permit a free and full discussion by the membership on such matters as may come before the Committee of the Whole.

(b) The chairman shall establish and appoint any committees from the Committee of the Whole as may be deemed necessary.

(c) The chairman shall select and so designate the chairman and vice-chairman of each committee.

(d) The chairman may designate special advisory committees composed of other than the regular membership for the purpose of providing information for the use of the Committee of the Whole or any of its committees.

(e) The chairman shall be considered an ex-officio member of all committees.

(f) The vice-chairman shall perform all the duties of the chairman in the absence of the chairman or in the event of the inability of the chairman to act, and shall perform such other duties as the Committee of the Whole may delegate to him.

(g) The secretary-treasurer shall perform the duties normally appertaining to the positions.

## ARTICLE V

### COMMITTEES

Sec. 1. Committee reports recommending actions or policies shall be submitted in writing to the Committee of the Whole for concurrence and approval. When approved, said recommendations shall become those of the Committee of the Whole and may be transmitted in writing to the member municipalities upon due authorization.

Sec. 2. All committee reports shall be submitted in writing to the membership for their information.

## ARTICLE VI

### FUNDS

Sec. 1. The Committee shall be financed in whole or in part by contributions from its member municipalities; these contributions shall be determined by a formula which shall be established by the Committee of the Whole. The Committee may also be financed by grants or other sources of funds.

Sec. 2. Any funds which may accrue to the Committee of the Whole for its use in furthering the aims and purposes of the organization shall be controlled, disbursed, and accounted for in a manner which shall be prescribed and approved by the Committee of the Whole.

Sec. 3. None of the earnings or assets of the Committee shall inure to the benefit of any private interest; only the member municipalities shall have a proprietary interest in such assets. In the event of the dissolution of the Committee, all of the assets of the Committee shall be distributed to the member municipalities.

Sec. 4. The chairman shall annually appoint a three member Auditing Committee to provide an audit of the financial records and accounts of the Committee of the Whole. A copy of the report of the Auditing Committee shall be furnished to each member of the Committee of the Whole.

## ARTICLE VII

### LIMITATIONS

#### Sec. 1. Meetings.

(a) No regular or special meeting of the Committee of the Whole shall be held without due and proper notice having been given to all members.

(b) A regular meeting may be held quarter-yearly where practicable, and special meetings may be called by the chairman when deemed necessary for the best interest of the Committee of the Whole.

(c) The time and place of the meetings shall be designated by the chairman or by the Committee of the Whole.

Sec. 2. Authority for Committee of the Whole: No action of the Committee of the Whole shall be deemed authentic unless it is duly acted upon at a regular or special meeting of the Committee of the Whole. No member of the Committee of the Whole shall be qualified to speak for or make any authentic representation on behalf of the Committee of the Whole unless specific authorization for each representation has been granted by a majority of the municipalities; provided that the majority of the three officers shall have the power to act on behalf of and for the Committee of the Whole in an emergency occurring between regular sessions as outlined in Section 3 below.

Sec. 3. Majority: The business of the Committee of the Whole shall be approved by a majority of the municipalities present and voting thereon at any regular or special meeting. No such action shall be deemed a final action of the Committee of the Whole unless approved at a regular or special meeting at which not less than one-half of the member municipalities are present and of which the membership had been given due and proper notice at least five days in advance of the meeting; furthermore, no such action which relates to a major decision or policy, as determined by the Chairman, shall be deemed a final action unless approved at a meeting at which not less than two-thirds of the member municipalities are present. The vote of any municipality must be cast by an elected official or another person designated by the elected officials.

Sec. 4. The Committee of the Whole shall prepare and submit an annual written report to the member municipalities.

## ARTICLE VIII

### AMENDMENTS

#### Sec. 1.

(a) Amendments to this agreement may be presented at any meeting but shall not be considered for passage until the next following regular or special meeting. Any amendment

to this agreement shall require an affirmative vote by at least two-thirds of the member municipalities.

(b) Any proposed change in this agreement shall be submitted to the members in the notice of the meeting.

## ARTICLE IX

### RULES OF ORDER

Sec. 1. Robert's Rules of Order in its latest revision shall govern in all cases in which they are not inconsistent with this agreement and the standing rules and orders of the Committee of the Whole.