

WESTMORELAND COUNTY
TAX COLLECTION COMMITTEE
BYLAWS

EFFECTIVE MARCH 23, 2010

WESTMORELAND COUNTY TAX COLLECTION COMMITTEE

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WESTMORELAND COUNTY TAX COLLECTION COMMITTEE

Bylaws

Effective: March 23, 2010

Background. The Westmoreland County Tax Collection Committee (“TCC”) is a government entity created and organized under Act 32 of 2008, 53 P.S. § 6924.501 *et seq.*, which amended and restated the Local Tax Enabling Act (“LTEA”), 53 P.S. § 6901 *et seq.* Under Act 32, the TCC is required to appoint a tax collector to collect earned income and possibly other taxes on a county-wide basis, and to oversee tax collection within the Westmoreland County Tax Collection District (“TCD”).

The school districts and municipalities that are within the TCD are listed in Attachment “A”. These school districts and municipalities are referred to herein as “taxing authorities.”

Definitions. For purposes of these Bylaws, the following terms shall be defined as follows:

Appeals Board – A board consisting of 5 members and 2 alternates appointed by the Operating Board. The Appeals Board will make decisions regarding exoneration, exemption, remittance, collection, assessment, refunding, withholding and any other tax issue or complaint. The Appeals Board will hear appeals of decisions rendered by the Tax Collector.

Delegate – An official appointed by the governing body of a taxing authority to represent the taxing authority on the Tax Collection Committee and vote on matters regarding the Act 32 tax collections as provided in these Bylaws.

Fiscal Year – January 1 to December 31(a natural calendar year).

Governing Body – Also known as the Tax Collection Committee or “TCC” and consists of all primary delegates and /or alternates as appointed by the taxing authorities.

Major Decisions – Major Decisions as defined by Section 7 of these Bylaws are decisions affecting the structure, focus and makeup of the TCC. Major decisions require the approval/vote of the TCC not the Operating Board.

Operating Board – The Operating Board consists of a group of 10 TCC delegates of which 5 represent School Districts and 5 represent other taxing authorities. The Operating Board will have the authority to act on behalf of the TCC on all matters except those defined as Major Decisions.

Operating Board Committees – Committees established by the Operating Board.

Taxing Authorities – Any borough, municipality, city, township and school district that levy taxes.

Tax Collection Committee – Also known as the “TCC” or Governing Body consisting of all primary delegates and/or alternates as appointed by the taxing authorities for purposes of governance under Act 32

Tax Collector – The Tax Collector shall be appointed by the TCC and will act as the first review of all tax related issues to include the collections, assessment, refund, withholding and remittance of all taxes collected by the TCC.

ARTICLE I. Governing Body – Board of Delegates

Section 1. Voting and Alternate Delegates: The Governing Body shall be called the “Tax Collections Committee,” and will be referred to herein as the “TCC.” Taxing authorities that impose an income tax shall appoint a primary voting delegate, a first alternate voting delegate, and a second alternate voting delegate. The TCC shall consist of voting delegates appointed by these taxing authorities. Delegates may but need not be residents of the taxing authority they represent. A single individual may simultaneously serve as a delegate for multiple taxing authorities. In the absence of the primary voting delegate, the first alternate delegate will be considered the voting delegate. In the absence of both the primary voting delegate and the first alternate delegate, the second alternate delegate will be considered the voting delegate.

a. Number and Appointment of TCC Delegates/Alternates:

(1) Initial Delegate Appointment: Delegates and alternate delegates appointed prior to the adoption of these Bylaws shall continue to serve after the adoption of these Bylaws until a successor is appointed or the earlier death, resignation or removal of the delegate as provided in these Bylaws. Each taxing authority within the TCC that imposes an income tax for the first time after adoption of these Bylaws shall appoint one primary voting and two alternate voting delegates to the TCC in accordance with Act 32. Each taxing authority that does not impose an income tax prior to the adoption of these Bylaws may appoint one nonvoting delegate and two alternate nonvoting delegates to the TCC. If a taxing authority that does not impose an income tax prior to the adoption of these Bylaws appoints a nonvoting delegate to the TCC, and then after the adoption of these Bylaws imposes an income tax, the previously appointed nonvoting delegate shall become the taxing authority’s voting delegate to the TCC.

(2) Ongoing Delegate Appointment: Beginning in 2010, each school district shall at its annual organization meeting (held during the first week of December that includes a Monday) appoint its TCC delegates. Each municipality shall also appoint TCC delegates at each municipality’s annual reorganization meeting.

b. Delegate Term of Office: The delegates appointed in 2009 shall serve until a successor has been appointed or earlier death, resignation, or removal of the delegate.

Thereafter, each delegate shall be appointed for a term of one (1) year starting January 1 and until a successor has been appointed, or earlier death, resignation, or removal of the delegate. If there is a vacancy in the position of delegate representing any taxing authority, the taxing authority will promptly appoint a new delegate to fill the vacancy.

c. **Delegate Removal:** All delegates serve at the pleasure of and may be removed at any time by the governing body of the taxing authority that appointed the delegate.

d. **Delegate Qualifications:** All delegates appointed to the TCC will be eighteen (18) years of age or over.

e. **Tax Enactments and Other Information:** Each taxing authority that imposes an income or other tax over which the TCC has assumed authority or appoints a nonvoting delegate shall promptly provide the TCC with all information and documents necessary for TCC operation and for tax collection as requested by and in a form satisfactory to the TCC, including certified copies of the taxing authority's tax enactments, the names and contact information of all appointed delegates, and all other information requested by the TCC.

Section 2. TCC Meetings: The TCC will hold an annual reorganization meeting on a date and at a time established by the TCC, or by the Chairperson in the absence of TCC action as set forth in Article II, Section 3. Special meetings will be called by the Secretary upon request received from any officer or any 5 delegates.

Section 3. Quorum: A quorum shall consist of the presence of a majority of all primary voting delegates (or an alternate present in place of the primary voting delegate).

Section 4. Meeting Conduct: All TCC meetings will be conducted according to any policies or rules established by the TCC, and in default of such rules according to Robert's Rules of Order.

Section 5. Vote Weight/Votes Required for Action on Matters of Major Decisions as provided for in Section 7: Except as otherwise provided in these Bylaws, all action taken by the TCC shall be by the affirmative vote of a majority of all delegate votes present. In counting delegate votes, the vote of each delegate will be weighted. Annually, the Pennsylvania Department of Community and Economic Development will assist the TCC's Certified Public Accountant with data to be used to calculate the weight of each delegate's vote pursuant to 53 P.S. § 6924.505(c)(3). Pursuant to such section, the TCC shall re-weight each taxing authority delegate's vote on July 1, 2010 and on July 1 every year thereafter, and at any time when a new taxing authority is added to the TCC as set forth in Article VI. Re-weighting will be based on the following formula: (1) 50% of the weight for each delegate vote will be allocated according to the proportional population of each taxing authority in proportion to the total population of the TCD, as determined by the most recent Federal decennial census data; and (2) 50% of the weight for each delegate vote will be allocated in direct proportion to the income tax revenues collected within each taxing authority based on each taxing authority's most recent annual financial report submitted to DCED or the Pennsylvania Department of Education. As to any delegate appointed to represent more than one taxing authority, the weight assigned for each taxing authority's vote shall be assigned to such delegate who, as provided by Article I, Section

1, may vote in the same manner or in a different manner for each taxing authority according to the weight of each respective taxing authority's vote. . Any vote by the TCC Governing Board shall be conducted by roll call. Except as otherwise stated in this section, voting at any public meeting of the TCC may be done by voice vote, roll call, or any other means determined appropriate by the Chairperson. Governing Board voting by mail, telephone or proxy is not permitted.

Section 6. TCC Delegation of General Powers and Duties to Operating Board:

Except as otherwise provided in these Bylaws, the TCC hereby delegates certain powers and duties to the Operating Board which shall exercise such powers on behalf of and under the authority of the TCC, and the business and affairs of the Operating Board shall be subject to and under the direction of the TCC.

The Operating Board may delegate limited authority for certain specified actions to committees, officers, and others. However, without regard to any prior delegation of authority:

a. The Operating Board shall receive and review information provided by the Secretary, Chairperson, and others in order to keep fully informed as to TCC business, operations, and other affairs.

b. At each regular Operating Board meeting, the Treasurer will present to the Operating Board for ratification all TCC expenditures paid or incurred during the calendar year quarter preceding the month in which the meeting is held.

c. Although the Operating Board in performing its duties will rely substantially on information from and decisions by the Secretary, Chairperson, and others, the Operating Board shall have ultimate responsibility and authority with respect to TCC business, financial oversight, and other TCC affairs.

d. The Operating Board will always have the right to direct TCC action on any matter by policy, resolution, directive, or other measure, including a direction that reverses prior action of any committee or officer. Any reversal of a prior action shall not negate any contract rights acquired by a third party pursuant to a contract properly approved before the Operating Board action reversing the prior decision.

Section 7. Major Decisions – TCC Powers Retained and Not Delegated:

The TCC shall not delegate authority to act on, and only the TCC shall have authority to act on, any Major Decision. The Operating Board is hereby authorized by these Bylaws to take action on any matter other than the following Major Decisions which are reserved solely for decision by the TCC. Each of the following shall be considered a Major Decision:

a. Approval of any amendment of these bylaws.

b. Approval to merge or take joint action with another TCC to form a multi-county TCC.

- c. Approval to borrow money or otherwise incur debt not provided for in a budget.
- d. Appointment or removal of Operating Board members.
- e. Approval of the TCC Annual Budget.
- f. Approval to create a bureau to collect tax within the TCD, or to dissolve any such bureau.
- g. Approval to assume jurisdiction over any tax other than income tax.
- h. Approval to purchase or sell real estate.
- i. Approval of any real estate lease to the extent the lease requires payments not provided for in a budget.
- j. Appointment of the tax collector and approval or termination of the tax collection agreement with the collector.
- k. Any other issue or matter as to which the TCC in the future adopts a resolution designating the issue or matter to be a Major Decision.

Section 8. Vote Required for Major Decisions:

a. **Supermajority Vote Required for Certain Major Decisions:**

Notwithstanding any other provision of these bylaws, action taken by the TCC on the following Major Decisions shall be by roll call vote and shall require the affirmative vote of a 2/3 supermajority of all delegate votes present: (1) Approval of any amendment of these bylaws. (2) Approval to merge or take joint action with another TCC to form a multi-county TCC. (3) Approval to purchase or sell real estate

b. **Vote Required for Other Major Decisions:** Action taken by the TCC on all other Major Decisions will be by the affirmative vote of a majority of all delegate votes present.

ARTICLE II. Operating Board

Section 1. Officers: The Operating Board will consist of ten (10) individuals, five (5) of which represent the School Districts and five (5) representing the Boroughs, Cities, Townships and Municipalities. The initial selection of the School District members of the Operating Board will be by a majority vote of TCC delegates representing School Districts. The initial selection of the Municipal members of the Operating Board will be by a majority vote of TCC delegates representing Municipalities. No more than two (2) representatives can be from within the same school district boundaries. The Operating Board will have the following officers: (1) Chairperson; (2) Vice-Chairperson; (3) Secretary, and such other officers or assistant officers as elected by the Operating Board. The Chairperson and Vice-Chairperson

shall each be a delegate. Other officers may but need not be delegates. Different offices may be held by the same person if determined appropriate by the Operating Board.

Section 2. Vacancies – Should a vacancy be created on the school district side, the four remaining school district representatives on the Operating Board should meet and recommend to the TCC School District delegates a TCC School District delegate to fill the vacancy for approval at its next regular meeting. Conversely, if the vacancy was created on the municipal side, then the four remaining municipal representatives on the Operating Board should meet and recommend to the TCC Municipal delegates a TCC Municipal delegate to fill the vacancy for approval at its next regular meeting. As with the initial selection of the Operating Board, selection of the School District delegate to fill a School District vacancy will be by a majority vote of TCC delegates representing School Districts and selection of the Municipal delegate to fill a Municipal vacancy will be by a majority vote of TCC delegates representing Municipalities.

Section 3. Annual Operating Board Organization Meeting/Officer Election/Other Appointments: Beginning in 2011, the Operating Board will designate one of the regular Operating Board meetings as the annual organization meeting. This meeting will generally be held in January. At the annual organization meeting, the Operating Board shall elect officers. Within thirty (30) days after the election of any officer, the Secretary shall notify DCED of the name and address of each officer. At the annual organization meeting, the Operating Board will also review the tax collector's performance, review TCC audited financial statements, appoint the TCC solicitor, appoint an accounting firm to audit the TCC annual financial statements, appoint the TCC insurance agent, appoint Tax Appeal Board members, approve one or more banks or other financial institutions to serve as the primary depository for the TCC or otherwise to accept TCC deposits or provide investments for the TCC, and take other action as necessary or appropriate.

Beginning in 2011, the annual organization meeting of the TCC shall take place by January 31 to elect the Operating Board and to conduct other business as necessary or appropriate.

Beginning in 2011, the annual organization meeting of the Operating Board shall take place after the annual organization meeting of the TCC and by January 31 to elect the Officers of the Operating Board and to conduct other business as necessary or appropriate.

Section 4. Term of Operating Board Officers: The officers elected shall hold office for a term of one (1) year or until a successor has been elected, but no later than January 31 of each year, or the earlier death, resignation, or removal of the officer.

Section 5. Rules of Order for Meetings of the Operating Board: The Operating Board will operate under Roberts Rules of Order and all ten officers will vote on issues before the Operating Board. In the event of a tie, then the Chairperson will make the final decision.

Section 6. Chairperson: The Chairperson shall be a TCC delegate. The Chairperson shall preside at all TCC and Operating Board meetings. Except as otherwise determined by the TCC and Operating Board, the Chairperson shall set the TCC and Operating Board meeting

agendas, conduct TCC and Operating Board meetings, and perform other duties as determined by the TCC and Operating Board.

Section 7. Vice-Chairperson: The Vice-Chairperson shall be a TCC delegate. The Vice-Chairperson shall perform duties as determined by the TCC and Operating Board or as assigned by the Chairperson. In the absence or unavailability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

Section 8. Secretary: The Secretary may but need not be a TCC delegate. The Secretary will notify DCED within thirty (30) days of adoption of these Bylaws or any amendments of these Bylaws. The Secretary shall maintain the TCC and Operating Board meeting minutes and all TCC records, provide all public notices required under the Pennsylvania Sunshine Act, 65 Pa.C.S.A. § 701 *et seq.*, provide all notices to delegates required by these Bylaws, provide all notices to DCED required by these Bylaws, provide all other notices required by these Bylaws or applicable law, and shall perform other duties as determined by the TCC and Operating Board or assigned by the Chairperson.

Section 9. Open Records Officer: The Operating Board shall appoint an Open Records Officer who shall serve until a successor is appointed, or earlier death, resignation, or removal. The Open Records Officer shall ensure compliance with the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 *et seq.*, and shall consult with the Solicitor as necessary in doing so. The Open Records Officer shall receive all Right-to-Know Law requests submitted to the TCC, shall direct these requests to appropriate persons within the TCC, shall track the TCC's progress in responding to requests, and shall issue interim and final responses to requests.

Section 10. Solicitor: The Operating Board shall appoint a Solicitor who shall serve until a successor is appointed, or earlier death, resignation, or removal. The Solicitor shall attend all TCC and Operating Board meetings and serve as the legal advisor to the TCC and Operating Board.

ARTICLE III. Operating Board Committees

Section 1. Operating Board Committee Appointment: The Operating Board may establish one or more committees to consist of one or more delegates appointed to the committee by the Operating Board or the Chairperson.

Section 2. Operating Board Committee Term: Each Operating Board committee shall serve until earlier of completion of the business for which formed, or until dissolved by action of the Operating Board.

Section 3. Operating Board Committee Meetings: An Operating Board committee shall meet on dates and at times established by the committee.

Section 4. Quorum: A quorum of the Operating Board committee shall consist of the presence of a majority of all operating members.

Section 5. Votes Required for Action: All actions taken by the Operating Board committee shall be by a majority vote of all committee members present. Tie votes will be decided by the Chairperson.

Section 6. Operating Board Committee Powers and Duties: Subject to these bylaws, any committee appointed by the Operating Board shall have and may exercise all powers and authority granted by resolution of the Operating Board.

**ARTICLE IV. Rules Concerning Required Notices/
Meeting Participation/Meeting Place/Manner of Voting**

Section 1. Required Meeting Notices:

a. The TCC and Operating Board shall give notice to all voting and nonvoting delegates and officers of all meetings. The TCC and Operating Board shall give such notice at least 24 hours in advance of any regular or special TCC or Operating Board meeting. If a delegate is unable to be present at a TCC or Operating Board meeting, it is the responsibility of the delegate to advise the taxing authority's alternate delegates. The TCC shall give notice to all committee members of all meetings of committees of the Operating Board. Any person shall have the right to waive required notice.

b. A meeting notice shall at minimum specify the date, time, and address of the meeting.

c. For a public meeting, the Secretary shall also give public notice of the meeting in accordance with the Pennsylvania Sunshine Act.

Section 2. Manner of Giving Notice to Delegates, Officers, or Committee Members: Any notice or document required to be given to a delegate, officer, or committee member shall be given to the person either by hand delivery, or by sending a copy thereof as follows:

a. Written notice may be given by first class or express mail, postage prepaid, or other courier service with charges prepaid, to the person's postal address supplied by the person to the Operating Board for the purpose of notice. Notice given in this manner shall be deemed given to the person when deposited in the U.S. mail or with a courier service for delivery to the person.

b. Alternatively, written notice may be given by facsimile transmission, e-mail, or other electronic communication to the person's facsimile number or address for e-mail or other communication supplied by the person to the Operating Board for the purpose of notice. Notice given in this manner shall be deemed given to the person when sent.

c. Alternatively, notice of a meeting required to be given to a delegate, officer, or committee member may be given by telephone. Notice given in this manner shall be deemed to be given to the person when a telephone conversation occurs with the person, or when

a voice mail is left on a recording at a telephone number supplied by the person to the Operating Board for the purpose of notice.

Section 3. Manner of Giving Notice to Taxing Authorities: Any notice or document required to be given directly to a taxing authority shall be given either by hand delivery, or by sending a copy thereof as follows:

a. Written notice may be given by first class or express mail, postage prepaid, or other courier service with charges prepaid, to the taxing authority postal address either supplied to the Operating Board by the taxing authority or appearing on the taxing authority website. Notice given in this manner shall be deemed given to the taxing authority when hand delivered or deposited in the U.S. mail or with a courier service for delivery to the taxing authority.

b. Alternatively, written notice may be given by facsimile transmission, e-mail, or other electronic communication to the taxing authority facsimile number or address for e-mail or other communication supplied to the Operating Board by such taxing authority or appearing on the taxing authority website. Notice given in this manner shall be deemed given to the taxing authority when sent.

Section 4. Manner of Giving Notice to DCED: Any notice or document required to be given to DCED may be given by first class or express mail, postage prepaid, or other courier service with charges prepaid, to DCED's official address. Notice may also be given to DCED in any other manner established by DCED.

Section 5. Meeting Participation by Conference Telephone or Electronic Technology: An Operating Board Committee Member or members of other committees may participate in a Committee meeting by means of conference telephone or other electronic technology by means of which all persons participating in the meeting can hear each other. Participation in a meeting in this manner shall constitute presence at the meeting. If a person participates in this manner, a log-on, log-off record shall be maintained. Telephone participation in a TCC Board Meeting shall not be permitted. Neither a TCC, Operating Board nor any other committee member may vote by mail or proxy.

Section 6. Operating Board Meeting Place: Although multiple individuals may participate in a meeting by means of conference telephone or other electronic technology, a public meeting shall always be convened at a specific geographic location with at least one delegate or officer present, in order to allow for public participation in the meeting.

ARTICLE V. Finances and Contracts

Section 1. Fiscal Year: The TCC fiscal year will begin on January 1 and end on December 31.

Section 2. Bond: All TCC employees and officers shall be bonded or covered by crime insurance in amounts and with such coverage as determined by the Operating Board.

Section 3. Budget: The proposed annual budget of the TCC for the next fiscal year shall be prepared by the Chairperson and distributed to delegates at least 10 days prior to the Governing Board meeting at which the budget is expected to be presented for adoption. A special meeting may be called for advance discussion of the proposed budget. The budget will generally be presented for adoption at a regular TCC Governing Board meeting. As set forth in Article I, Section 8, Governing Board approval of the budget shall require the affirmative vote of a majority of all delegate votes present.

Section 4. TCC Operating Expense Allocation and Payment:

a. Application: This section applies to the allocation of TCC operating expenses. It does not apply in any manner to the allocation of the cost of tax collection. Tax collection cost allocation will be decided by the Operating Board and documented in a tax collection agreement with an appointed tax collector or otherwise as appropriate.

b. TCC Budget Funding: The expense of operating the TCC shall be shared among and paid by all taxing authorities within the TCD that are entitled to be represented by voting delegates. Expenses will be paid by each taxing authority in direct proportion to income tax revenues collected for the taxing authority. For 2010 through the end of the 2013 fiscal year, and for each period of three (3) fiscal years thereafter, the shares will be calculated based on the then current weighted vote allocation established in accordance with Article I, Section 5 herein. The budget will be funded by one annual payment made by each taxing authority, with payments due on dates established by the TCC as part of the budget or through action independent of the budget. If a budget amendment is adopted increasing the budget amount during the fiscal year, the increased amount will be funded by a payment made by each taxing authority, with the payment due on the date established by the TCC as part of adopting the budget amendment. Promptly after TCC adoption of the budget or budget amendment, the Chairperson or Secretary shall notify each taxing authority of its required payment or payments.

c. Enforcement of Taxing Authority Obligation to Pay TCC Operating Expense Allocation: If a taxing authority fails to make one or more required payments due under the preceding Section on or before the due date established by the TCC, the Secretary of the Operating Board will give written notice to the taxing authority specifying the payment amount due. Upon receipt of this notice, the taxing authority shall immediately pay to the TCC the amount specified in the notice. The taxing authority will also be obligated to pay any TCC legal and other expenses incurred in connection with enforcement of taxing authority payment obligations. Expenses payable by the taxing authority include TCC attorney fees and other expenses, whether or not legal proceedings are filed. The Secretary of the Operating Board will give written notice to the taxing authority specifying the amount of legal or other expenses due. Upon receipt of this notice, the taxing authority shall immediately pay to the TCC the amount specified in the notice. If a taxing authority fails to pay any amount specified in a TCC written notice within twenty 20 days after the notice is given, the TCC shall have the right to: (1) notify the tax collector collecting tax for the taxing authority under contract with the TCC to deduct the amount due from any distribution otherwise owed to the taxing authority, and to promptly pay directly to the TCC the amount deducted; and (2) pursue any other legal remedy against the taxing authority. The tax collector shall comply with a TCC directive to deduct and pay amounts due to the TCC, and shall incur no liability in doing so.

Section 5. Operating Board Ratification of TCC Expenditures: At each regular Operating Board meeting, the Treasurer will present to the Operating Board for ratification all TCC expenditures paid or incurred during the calendar year quarter preceding the month in which the meeting is held.

Section 6. Independent Auditor: The Operating Board will appoint an independent accounting firm to audit the TCC annual financial statements and to perform other auditing, control, or finance or consulting tasks designated by the Operating Board.

Section 7. Financial Reports: Promptly after completion or receipt and within any deadlines established by applicable law, the Secretary shall provide to each delegate and taxing authority the TCC annual audited financial statements and the tax collector annual audited financial statements.

Section 8. Contracts: After required approvals have been obtained in accordance with these Bylaws, contracts may be signed by the Chairperson or Vice-Chairperson. Contract signatures may but are not required to be attested to by the Secretary.

ARTICLE VI. Adding Taxing Authorities to TCC

Section 1. Procedure: The governing body of each taxing authority that imposes an income tax for the first time after the adoption of these Bylaws shall promptly provide the TCC with all information and documents necessary for TCC operation and for tax collection as requested by and in a form satisfactory to the TCC, including certified copies of the taxing authority's tax enactments, the names and contact information of all appointed delegates, and all other information requested by the TCC.

Section 2. Effective Date: Upon the TCC Secretary's receipt of the information and documents in Section 1, the taxing authority's delegate will be entitled to participate on the Governing Board as a voting delegate in accordance with these Bylaws.

ARTICLE VII. Tax Appeal Board

Section 1. Tax Appeal Board Purpose: The Tax Appeal Board shall hear appeals of taxpayers, employers, taxing authorities, and other TCCs from determinations of the tax collector relating to the assessment, collection, refund, withholding, remittance, or distribution of taxes over which the TCC has jurisdiction.

Section 2. Tax Appeal Board Members: The Tax Appeal Board shall be comprised of five (5) regular members and two (2) alternate members appointed by the Operating Board. A panel of three (3) members shall hear and decide each appeal by majority vote. If a regular member is unavailable to participate in an appeal, one of the alternate members shall participate in place of the regular member. All Tax Appeal Board members shall be TCC delegates.

Section 3. Tax Appeal Board Member Qualifications: No member of the Tax Appeal Board may be an employee, agent, or attorney of the tax collector. The Operating Board

may prescribe other qualifications for Tax Appeal Board members in accordance with applicable law and in consultation with the Solicitor.

Section 4. Term of Office: The initial appointed Tax Appeal Board members shall serve until a successor has been appointed, or earlier death, resignation, or removal. Thereafter, each Tax Appeal Board member shall hold office for a term of one (1) year commencing January 1 and until a successor has been elected, or earlier death, resignation, or removal.

Section 5. Tax Appeal Board Process:

a. The meetings of the Tax Appeals Board will be held at a time mutually agreeable by the members of the Tax Appeals Board. Meetings will be scheduled on a monthly basis or as needed.

b. All tax appeal issues are to be first presented to the tax collector of the TCD. A determination of the tax collector relating to the collection, assessment, refund, withholding, remittance, or distribution of income taxes may be appealed to the appeals board by a taxpayer, employer, political subdivision, or another tax collection district. All appeals shall be conducted in a manner consistent with 53 Pa.C.S SS 8430-8435. Any decision of the appeals board in disposition of an appeal may become the subject of mediation as is detailed in the paragraphs below:

1. If the dispute involves a greater than ten percent (10%) deviation from taxes received in the previous year, a mandatory mediation by the Department of Community and Economic Development (DCED) and in accordance with the rules and regulations of the DCED will be convened. These mediation sessions shall be closed to the general public.

2. If the dispute involves less than the ten percent (10%) threshold, the matter could be the subject of a voluntary mediation in accordance with procedures to be established by the DCED.

3. At the discretion of the mediator, the mediation could be held via telephonic communication or in person. All parties involved in mediation shall have an official authorized to settle the matter on their behalf available at the meeting.

ARTICLE VIII. Bylaw Amendments

A copy of any proposed amendment to these Bylaws shall be given to all delegates at least ten (10) days prior to the Governing Board meeting at which it will be presented for adoption. Any such proposed amendment may be adopted in the form given to the delegates or with such clarifying or other amendments as the Governing Board determines appropriate at the meeting at which the proposed amendment is presented for adoption. If the proposed amendment sets forth a restatement of the Bylaws in their entirety, there shall be no limitation on the nature or content of clarifying or other amendments that may be made before final adoption. However, if the proposed amendment relates only to one or more particular sections of the Bylaws and is not presented in the form of restatement of the Bylaws in their entirety, the clarifying or other

amendments made before final adoption shall not materially enlarge the purpose as set forth in the copy of the proposed amendment given to delegates prior to the Governing Board meeting. Approval of a Bylaw amendment by the delegates shall require the affirmative vote of a 2/3 supermajority of all delegate votes present.

Signature and Certification

I certify that the foregoing are the true and correct By-Laws of the Westmoreland County Tax Collection Committee.

Date: 23 March 2010

Mary Perry
Secretary