



# CITY OF LAUREL, MARYLAND

## RESOLUTION NO. 1-2025

### A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND TO RENAME AND EXPAND THE SCOPE OF THE CITIZENS ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES

*Sponsored by Councilman Adrian G. Simmons, and Councilwoman Christine M. Johnson*

**WHEREAS**, the Mayor and City Council of Laurel, Maryland have determined that it is in the best interest of the City to rename and expand the Citizens Advisory Committee for Persons with Disabilities to include the aging population of Laurel to provide input to the City Council and staff about issues of concern; exchange information with aging persons, persons with disabilities and the general public about relevant programs and issues of interest and engage in outreach to aging persons and persons with disabilities to disseminate information and encourage active participation in the community, and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and City Council of Laurel, Maryland that the new name of the Citizens Advisory Committee will be “Citizens Advisory Committee for Aging Citizens and Persons with Disabilities” (hereinafter “the Committee”) as set forth below:

1. Purpose and Duties. The following shall be the duties and purposes of the Committee:
  - (a) To identify programs and services that are either provided by the City or provided by other entities or organizations in the City that are specifically designed to address the needs of aging citizens and those with disabilities, and to report annually to the City regarding these programs and services.
  - (b) To evaluate the programs and services identified in paragraph (a) to determine if they effectively assist aging citizens and persons with disabilities as they are intended and to include such evaluation in its annual report.
  - (c) To identify the needs of the aging population and persons with disabilities and make recommendations to the Mayor, the City Council and the City Administrator as to how the needs could be better addressed.
  - (d) To advise and assist the City in cooperating with other groups and agencies serving persons with disabilities and the aging population.
  - (e) To review inquiries and complaints regarding the accessibility of City services and/or programs to persons with disabilities and the aging population that have been referred to the Committee by the City Administrator and to make recommendations thereon to the City Administrator.
  - (f) The Committee may recommend the initiation of programs to educate the public with regard to the special needs and aging communities to the Mayor and City Council and City Administrator.
  - (g) The Committee shall act in an advisory capacity only.
2. Membership. The Committee shall consist of seven (7) members as follows:

- (a) Two (2) of the members shall be either persons with disabilities or a relative or caretaker of a person with disabilities.
- (b) Two (2) members shall be persons over the age of 65 or a caretaker of a person over the age of 65.
- (c) Two (2) members shall be members of the general public.
- (d) One (1) member shall be an incumbent member of the City Council.
- (e) Members of the Committee shall be appointed by the Mayor and confirmed by the City Council. The Mayor shall have the authority to remove any member who has had more than two (2) unexcused absences in one consecutive 12-month period, and any member may be removed by the Mayor for cause.
- (f) The Councilmember appointed shall serve as the Chair of the Committee.
- (g) All members shall be residents of the City. However, if a sufficient number of qualified resident applicants are not available to or interested in serving on the Committee after reasonable efforts have been made to recruit such individuals, the City Council may open membership to non-residents who demonstrate the qualifications listed in (a) or (b) above and who also have a direct relationship to the City, such as:

- I. Property ownership in the City, or;
- II. Business ownership or operation within the City limits, or;
- III. Employment by the City or business located within the City, or;
- IV. Other substantial ties to the City that would qualify the individual to contribute to the work of the Committee

(h) Staff support assignment shall be set by the Mayor.

3. Term of Office. The term of office for each member shall be for a period of two years and until such member's successor is appointed and confirmed. However, the initial appointment of one (1) of the two (2) members representing persons over the age of 65 shall be one year. All reappointments shall be two-year terms after the expiration of the initial term.

4. Meetings; Reports.

- (a) The Committee shall meet at the call of the Chairperson as frequently as required to perform its duties; however, in no event shall the Committee meet less frequently than quarterly. A majority of all the members of the Committee shall constitute a quorum for the transaction of business. A vote of the majority of the entire Committee shall be required for any official action to be taken by the Committee.
- (b) The Committee shall keep minutes of all of its meetings. The records and minutes shall be maintained on file at the Joseph R. Robison Laurel Municipal Center at the place to be designated by the City. Such minutes shall be subject to inspection and copying pursuant to applicable State law, except as may be required or permitted to be kept confidential pursuant to State law.
- (c) The Committee may establish such subcommittees as may be deemed necessary and appropriate to assist in carrying out its functions and duties, but any recommendations or reports or other official actions of the Committee pursuant to this Resolution shall be made only upon approval of a majority of the entire Committee.

(d) All meetings shall be open to the public with reasonable public notice, subject to the right to meet in closed session as may be authorized by State law.

5. Compensation. The Committee shall serve without compensation.

**AND, BE IT FURTHER RESOLVED**, that this Resolution shall take effect on the date of its adoption.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**ATTEST:**

\_\_\_\_\_  
**SARA A. GREEN, CPM, CMC**  
City Clerk

\_\_\_\_\_  
**KYLA CLARK**  
President of the City Council

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
**KEITH R. SYDNOR**  
Mayor