

By-laws- Draft

Town of Upper Marlboro Sustainable Communities Work-group

ARTICLE I— NAME, LOCATION

This Workgroup shall be known as the Town of Upper Marlboro Sustainable Communities Workgroup (SCW). The Work-group was established in 2014 when the Town of Upper Marlboro was designated as a Sustainable Community. The SCW is a brain trust created to maintain the integrity of the Sustainable Communities Designation that was given under the authority of the State of Maryland's Department of Housing and Community Revitalization. These by laws and any amendments thereto, become effective when approved by the Town Board.

ARTICLE II— MISSION/PURPOSE

- (1) The mission of the Town of Upper Marlboro Sustainable Community Workgroup (SCW) is to maintain the Sustainable Community Designation awarded by the State of Maryland; seek grants; partner with organizations; provide support, education, and assistance to the town's government, business community and its people.
- (2) The purpose and function of the Workgroup is to maintain the Sustainable Community Designation for the Town of Upper Marlboro. Prepare for approval by the Board of Commissioners the renewal application, summarize and submit reports to the Town of Upper Marlboro Board of Commissioners regarding its activities. To coordinate and facilitate the Action Plan of the Town. To comply with requests from the Board of Commissioners, State of Maryland and/or Local Government as required.

ARTICLE III— SWC CHAIRPERSON

Section 1: The Board of Commissioners appoints a chairperson, who must be a town resident, for a one year term on March of each year. The chairperson hereafter referred to as the Chair; may serve an additional one year term as requested.

The Chair appoints the Vice-Chair from the membership rolls.

Section 2: Resignation and Vacancy: The Chair may resign by submitting a letter to the SCW within 30 days, if possible, of the expected date. The letter shall be read into the official minutes. The Chair may retain membership in the SCW. The Vice Chair may be appointed temporary Chair until a new Chair has been appointed.

Section 3: Vacancies occurring in any office other than Chair shall be filled for the remainder of the term by electing a substitute at a regular meeting following the resignation.

ARTICLE IV— MEMBERSHIP

A member of the SCW can be any individual who expresses an interest in and who participates and contributes to the mission of the SCW.

ARTICLE V— MEETINGS

Section 1: Meetings shall be held at the Town Hall unless the Chair announces in advance, another location.

Section 2: Meeting Frequency: SCW meetings will be held the fourth Monday of each month except November and December where the meetings will be held the 3rd Monday. Special meetings may be called by order of the Chair. Members shall be notified in advance.

Section 3: The following month's Agenda will be proposed at the end of each monthly meeting. The current months Agenda will be submitted to members at least a week before the meeting is held.

Section 4: Additional Meetings: Additional meetings may be called by order of the Chair in advance.

Section 5: Quorum: No quorum is required.

Section 6: All meetings shall be open to the public, with notice to the public given in advance pursuant to the Maryland Open Meetings Act.

ARTICLE VI— ASSIGNED DUTIES

Section 1: Chairperson -- The Chairperson shall have executive supervision over the activities of the SWC within the scope provided by these bylaws. The Chair or in the absence of the Chair, the Vice-Chair, shall preside at all meetings. A summary report of activities shall be presented during Town Hall meetings.

Section 2: Vice-Chairperson -- The Vice-Chair shall perform such duties as the committee or the Chair may direct and shall assume the duties of the Chair in the event of absence, incapacity, or resignation of the Chair.

ARTICLE VII - PARLIAMENTARY PROCEDURE

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The SCW is considered to be a committee of the whole. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken by signing an attendance roster
- Review of previous meetings if needed
- Reports by break out groups
- Unfinished business
- New business
- Adjournment

ARTICLE VII: AMENDMENTS

These by-laws may be amended or revised by proposal of the Committee members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town board before becoming effective.

ARTICLE VIII - EFFECTIVE DATE

These by-laws shall become effective on _____.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this _____ day of _____, 20, by:

Wanda Leonard, Commissioner

Linda Pennoyer, Commissioner

Tonga Turner, President

Attest:

M. David Williams
Town Clerk