



# Town of Upper Marlboro

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**Janice Duckett**  
Treasurer

**Karen Lott**  
Commissioner

**Sarah Franklin**  
President

**Thomas Hanchett**  
Commissioner

**Vacant**  
Commissioner

To the Events Committee:

Thank you for submitting your bylaws for the Board of Commissioners review in February. We discussed these and would like to make a request for the following changes:

1. Article V—Meetings – Section 1: The board requests the addition of an allowance for online meetings. The following examples are provided if you wish to use them directly or as a guide:
  - From the Green Team by-laws: “Meetings will be held at the Town Hall or virtually unless the Chairperson announces in advance another location.”
  - From CERT’s by-laws: “The Board of Directors may elect to host general and special meetings online or at an alternative location, when a conflict exists with the Town Hall’s availability.”
2. Article VIII—TUMEC Budget and Expenses — The board requests that a change be made to refer more directly to the Town’s procurement Ordinance to remove the need to update these by-laws if the Ordinance is updated. A suggested edit is included, for you to use directly or as a guide:
  - “UMEC expenditures will be processed by the Treasurer through the Board of Town Commissioners, or ~~the President, as required~~ BY A TOWN OFFICIAL IN COMPLIANCE WITH the Town’s Procurement Ordinance.”

Thank you,

Sarah Franklin