

By-laws of the Town of Upper Marlboro Green Team

ARTICLE I— NAME, LOCATION

This Committee shall be known as the Town of Upper Marlboro Green Team (Green Team). The Green Team is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17 and Ordinance 2012-02. These by-laws, and any amendments thereto, become effective when approved by the Town Board.

ARTICLE II— MISSION

The purpose of the Town of Upper Marlboro Green Team is to collaborate with our residential, business, and public communities to educate, promote, and implement environmentally sound practices to safeguard and enhance our natural ecosystem, broaden nature-based recreational opportunities, maximize sustainable utilization of renewable energy, foster a healthy local economy, and preserve our town's dynamic character for future generations.

ARTICLE III— MEMBERS

Section 1: In December of each even-numbered year the Board of Commissioners appoints three members for two year terms, effective January 1 of that year. The Green Team will choose three voting members from their membership, these members shall be known as the Voting Board. Any additional roles and responsibilities will be chosen by a majority vote of Green Team members.

Section 2: Resignation and Vacancy: An officer may resign the office while not necessarily resigning membership by submitting a letter to the Voting Board which shall be read into the official minutes. Vacancies occurring in any office shall be filled for the remainder of the term by electing a substitute at the regular meeting following the resignation.

ARTICLE IV— ASSOCIATE MEMBERS

Associate Members are individuals who express an interest in and who participate and contribute to the mission of the Green Team.

ARTICLE V— MEETINGS

Section 1: Meetings will be held at the Town Hall or virtually unless the Voting Board announces in advance another location.

Section 2: Quarterly Meetings: General, quarterly meetings will be held the second (2nd) Thursday of February, May, August and November. Planning meetings shall be held on the

second Thursday of every month to implement the actions decided in in General meetings. Special meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 3: The Committee shall meet thirty (30) minutes before the general quarterly meetings to discuss the agenda. A proposed agenda will be provided to the Committee, in advance.

Section 5: Quorum: A quorum for the meetings shall be two (2) Green Team members. Green Team members absent for personal or family crisis may elect to vote by proxy ballot. The Voting Board shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

ARTICLE VI— ASSIGNED DUTIES

Voting Board — The voting board shall have executive supervision over the activities of the within the scope provided by these bylaws. Once member of the Voting Board shall preside at all meetings, submit a quarterly report of the activities to the Board of Town Commissioners, and submit a budget request each March. Committee expenditures will be processed through the Board of Commissioners or the President, as required by the Procurement Ordinance of the Town of Upper Marlboro. The fiscal year shall be July 1 through June 30.

ARTICLE VIII - PARLIAMENTARY PROCEDURE

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

- Attendance will be taken
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment

ARTICLE IX: 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 of Commissioners before becoming effective.

ARTICLE X - DISSOLUTION

In the event of the dissolution of the Committee, the Committee's collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

ARTICLE XI - 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 _____, 2022, by: