

The Upper Marlboro Events Committee Organizational Rules

ARTICLE I — NAME, LOCATION

This Committee shall be known as the Upper Marlboro Events Committee (UMEC). The UMEC is a committee formed by the Board of Town Commissioners for the Town of Upper Marlboro pursuant to Town Charter Section 82-17 and Ordinance 2019-02. These bylaws, and any amendments thereto, become effective once approved by the Board of Town Commissioners.

ARTICLE II — MISSION

The purpose of the UMEC is to bring together those people interested in planning and executing events for the Town and its people. The major function is to develop events that will promote the Town of Upper Marlboro and offer community engagement.

The activities of this Committee include developing an events calendar for the Town of Upper Marlboro. The UMEC will be primarily responsible for the Town events with volunteers participating with additional responsibilities and day of facilitation of events. The UMEC will then plan, coordinate, and execute these events. The purpose of these events will be to encourage community engagement, further relationships with Town businesses and promote the Town of Upper Marlboro as a destination for events, town businesses, and community.

ARTICLE III— MEMBERS

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

Section 2: Resignation and Vacancy: A Core Member may resign the office while not necessarily resigning membership of the UMEC by submitting a letter to the UMEC which shall be read into the official minutes. Vacancies shall be filled for the remainder of the term by electing a substitute at the regular Committee 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 UMEC.

ARTICLE V — MEETINGS

Section 1: Meetings will be held at the Town Hall unless the Core Committee announces, in advance, another location.

Section 2 - Monthly Meetings: General, monthly meetings will be held the first (1st) Thursday of each month. As needed, additional meetings for special events will be held after the monthly meeting. Such meetings are subject to the Maryland Open Meetings Act.

Section 3: The Core Committee shall discuss and prepare the agenda online before each meeting. A proposed agenda will be provided to the Committee, in advance, and posted pursuant to the Maryland Open Meetings Act.

Section 4 - Additional Meetings: Additional meetings may be called by order a Core Committee Member. Members shall be notified in advance.

Section 5 - Quorum: A quorum for the meetings shall be TWO (2) of the UMEC members. UMEC members absent for personal or family crisis may elect to vote by telephone participation.

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

ARTICLE VII — PARLIAMENTARY PROCEDURE

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

- Attendance will be taken by signing an attendance roster
- Reading or disposal of the minutes of the previous meeting
- Unfinished business
- New business
- Adjournment

ARTICLE VIII — TUMEC BUDGET AND EXPENSES

Section 1 - Budget: The Core Committee Members shall be responsible for developing an annual budget to support the planned events throughout the Town's fiscal year. Upon approval of the final budget by the Board of Town Commissioners, the Committee shall begin implementing the fiscal year events.

Section 2 - Expenses: UMEC expenditures will be processed by the Town Administrator or their designee through the Board of Town Commissioners or the President, as required, by the Town's Procurement Ordinance.

ARTICLE IX — AMENDMENTS

These bylaws may be amended or revised by proposal of the UMEC members and approved by a majority vote at a UMEC regular meeting. The proposed amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the UMEC. Bylaw revisions must be approved by the Board of Town Commissioners before becoming effective.

ARTICLE X — DISSOLUTION

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

ARTICLE XI — EFFECTIVE DATE

These bylaws shall become effective immediately upon approval by the Town Board of Commissioners

APPROVED by the Board of Commissioners for the Town of Upper Marlboro, Maryland at their regular Town Meeting, on this _____ day of _____, 2019, by: