

BY-LAWS-DRAFT

TOWN OF UPPER MARLBORO ECONOMIC DEVELOPMENT WORKGROUP

ARTICLE I- NAME, LOCATION

This Workgroup shall be known as the Town of Upper Marlboro Economic Development Work Group (TUM-EDW). This Workgroup is established by Town resolution 2023-04. The TUM-EDW replaces and expands the former Sustainable communities Work Group (SCW) established in 2014 whose primary purpose was to maintain the Town's designation as a Sustainable community.

ARTICLE II- MISSION/PURPOSE

- (1) The mission of the TUM-EDW is to maintain the Town's 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 **a)** Oversee the Town's Business Improvement Grant Program by advertising to all businesses within the qualifying area. **b)** Voting to approve applications during workgroup meetings, and submitting the proper payment request to the Town Administrator; **c)** Co-ordinate with the Town to begin the research and identify steps to create a stand-alone 501-3c Town of Upper Marlboro Economic Development Corporation; **d)** Comply with requests from the Board of Commissioners, State of Maryland and/or Local Government as required; and **e)** coordinate the Town's Action Plan.

ARTICLE III- UM-EDW CHAIRPERSON

Section 1: The TUM-EDW shall be appointed by the Board of Town Commissioners and shall be made up of either three to five board members. The Board of Directors shall be made up of at least one of the below categories of members:

- a. One current Town resident of the Town of Upper Marlboro
- b. One Property Owner who owns commercially zoned real property within the Town's corporate limits who is in good standing with Town, County and State regulations.
- c. One Business Owner who owns or manages a registered business within the Town limits which is in good standing with Town, Country and State regulations.
- d. One standing Town Commissioner of the Town of Upper Marlboro,
- e. One additional member in compliance with Town legislation regarding Town Committees.

Section 2: The Board members shall select their own Chair, and forward their selection to the Board of Town Commissioners. The standing Town Commissioner on the TUM-EDC cannot serve as the Chair of the Board. The Chair appoints the Vice-Chair and Secretary from the Board of Directors.

Section 3: The Chair may resign by submitting a letter to the TUM-EDC 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 TUM-EDC. The Vice Chair may be appointed temporary Chair until a new Chair has been appointed.

Section 4: Vacancies occurring in any office other than the 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 TUM-EDW can be any individual who expresses an interest in and who participates and contributes to the TUM-EDW mission.

Section 1: Additional members can be Town Staff, Maryland-National Park and Planning Commission (M-NCPPC), relevant State Agency Staff and other stakeholders who work and assist the Governing Board and provide guidance and resources.

Section 2: Additional members do not have a formal vote or decision-making capability.

Section 3: The Town of Upper Marlboro Board of Commissioners may formally appoint a designated Town-staff person to assist and be a liaison to the TUM-EDU

Article V- MEETINGS

Section 1: Meetings shall be held at Town Hall or through electronic meetings. In some instances, it may be at the best interest of the workgroup to hold in-person and electronic meetings, these meetings are called hybrid.

Section 2: Meeting Frequency: TUM-EDW meetings will be held the 4th Monday of each month except November and December where the meetings will be held the 3rd Monday.

Section 3: The following month's Agenda will be proposed at the end of each monthly meeting. The current month's 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 or of the Chair in advance.

Section 5: Quorum: A quorum is required when appropriating funds. Meetings can be held without a quorum to conduct regular business only.

Section 6: All meetings are subject to and in compliance with the Maryland Open Meetings Act, Chapter 3, Sections 3-102 and 3-303.

Article VI- Assigned Duties

Section 1: Chair- The Chair shall have executive supervision over the activities of the TUM-EDW within the scope provided by these bylaws. The Chair shall preside at all meetings.

Section 2: Vice-Chair- In the absence of the Chair, the Vice-Chair shall preside at meetings, assume the duties of the Chair in the event of absence, incapacity, or resignation of the Chair.

Section 3: The standing Town Commissioner of the TUM-EDW shall report to the Board of Town Commissioners at least quarterly on their work and submit a proposed budget to the Mayor/President during the month of March of each year.

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 TUM-EDW 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 through electronic means or 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 TUMEDW Board. By-law revisions must be approved by the Town Board of Commissioners 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 _____, 2023