



# Town of Upper Marlboro

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## MEMORANDUM

To: Board of Town Commissioners  
From: Sarah Franklin, President  
Date: Tuesday, July 5, 2022  
Re: Resolution 2022-05 Meeting Procedures

Fellow Commissioners,

After attending the Maryland Municipal League Summer Conference sessions “Open Meetings” and “Effective Meetings”, each of you individually told me that it gave you ideas we could implement to make our meetings better. In addition, I would like to suggest that we consider using a true consent agenda for meeting minutes, treasurer’s report, and department reports (article attached).

This discussion of Meeting Procedures will allow us to discuss any modifications we wish to make as a group. If we decide to make changes we can plan to add these changes to the Agenda for the Town Meeting on July 26.

To ensure that each meeting Agenda is approved by the board, I will be modifying the beginning of the meetings a bit to change “Consent to Agenda” to “Agenda Additions or Changes and Approval”. We will spend a few minutes reviewing the Agenda at the beginning of our meetings so that we can move items around or table them in an orderly way.