

Charles Colbert
Mayor

Derrick Brooks
Vice Mayor

Sarah Franklin
Councilmember

Karen Lott
Councilmember

Joseph Hourcle
Councilmember



Clayton A. Anderson
Town Manager

Telaya Bush
Deputy Town Manager

TO: Town Council

FROM: Clayton A. Anderson, Town Manager
Telaya Bush, Deputy Town Manager

DATE: February 10, 2026

SUBJECT: Committee Status

Introduction

The purpose of today's discussion is to review the status and future direction of the Town's committees. Since the adoption of Ordinance 2019-02, and its amendment in 2022, the Town has established several committees to advise the Mayor and Council on key areas: the Arts Council (2020), the Community Emergency Response Team (CERT) (2019), the Economic Development Workgroup (EDWG), originally the Sustainable Communities Work Group (2023), the Events Committee (2019), the Upper Marlboro Green Team (2020), and the Historical Committee (2012). Currently, only the EDWG, CERT, and Events Committee are active. The Town is seeking to restart the Arts Council, Green Team, and Historical Committee, and boost participation in all active committees to ensure they effectively serve their advisory roles and support Town initiatives.

For your review, I have included the legislation authorizing the committees, including Ordinance 2022-08, committee bylaws, and the resolutions establishing specific committees.

Get Engaged in your Community, Join a Town Committee!

Upper Marlboro Green Team Meeting

The Town of Upper Marlboro invites any Town and greater Upper Marlboro residents to join our Green Team! The Upper Marlboro Green Team meets monthly to plan and discuss green and sustainable initiatives. Green Teams are groups that come together to educate, inspire, and empower their communities around sustainability. Interested? Email Info@UpperMarlboroMD.gov or call Town Hall at 301-627-6905.



Upper Marlboro Arts Council Seeking Volunteers!



The Town of Upper Marlboro is seeking residents to serve on its newly formed Arts Council. The Upper Marlboro Arts Council will assist the Town with the introduction and display of Public Art, organizing art events, and help manage the art displays at Town Hall. Interested? Email UMArtsCouncil@UpperMarlboroMD.gov or call the Town Hall at 301-627-6905.

Greater Upper Marlboro CERT Team

The Greater Upper Marlboro Community Emergency Response Team (CERT) is seeking residents interested in emergency preparedness and response to serve on its team. All training is provided and free! The CERT Team meets on the 2nd Saturday of each month at 10am at the Upper Marlboro Town Hall. Interested in joining? Email: afjoyjr@comcast.net



Town of Upper Marlboro Historical Committee



Founded in 2012, the mission of the Town of Upper Marlboro Historical Committee (TUMHC) is to research, compile, and promote the history of the town, its people, and its government. meetings are held on the third Saturday of every month. Volunteers are needed and all are welcome- we hope to see you there! Contact: Historic@UpperMarlboroMD.gov

Sustainable Communities Workgroup

The Town's SWCG is charged with economic development of the Town's downtown, and with engaging with the business owners to help redevelop and revitalize the Town's historic Main Street. Interested? Contact SCWG@UpperMarlboroMD.gov



Events Committee



The Town of Upper Marlboro Events Committee is made up of volunteers, both Town residents and Greater Upper Marlboro residents, who organize and execute events and activities that benefit the Town and area. Events include Marlboro Day, Trunk or Treat, and many more! The committee meets on the 1st Thursday of the month. Interested? Contact Events@UpperMarlboroMD.gov

**BOARD OF COMMISSIONERS
FOR THE
TOWN OF UPPER MARLBORO**

ORDINANCE: 2022-08
SESSION: Regular Town Meeting
INTRODUCED: November 22, 2022

AN ORDINANCE TO AMEND ORDINANCE 2019-02 TO AUTHORIZE AND PROVIDE FOR THE APPOINTMENT AND GOVERNANCE OF ALL COMMITTEES AND OTHER BODIES NOT OTHERWISE PRESCRIBED BY THE CHARTER OR OTHER LAW TO PROVIDE FOR CERTAIN PRACTICES, PROCEDURES AND GOVERNANCE OF SUCH BODIES; BY PRESCRIBING AND PROVIDING FOR THE MEMBERSHIP, CREATION AND COMPOSITION OF CERTAIN BODIES; BY PROVIDING FOR CERTAIN APPOINTMENT PROCEDURES, COMPENSATION AND BUDGETING, TERMS OF APPOINTMENT AND REMOVAL, CONDUCT OF MEETINGS, APPOINTEE LIABILITY AND INDEMNIFICATION, COMMUNICATIONS; AND GENERALLY RELATING TO THE PRACTICES, PROCEDURES AND REQUIREMENTS FOR APPOINTED BODIES OF THE TOWN OF UPPER MARLBORO

WHEREAS, the Board of Commissioners of the Town of Upper Marlboro has authority pursuant to state law and Section 82-17 (Exercise of Powers) of the Town Charter to create committees and other bodies to further the public interest of the Town; and

WHEREAS, Section 82-16(2)(p) (Departments) of the Town Charter authorizes the Board to create, change, and abolish offices, departments, or agencies, other than offices, departments, and agencies established by said Charter; to assign additional functions or duties to offices, departments or agencies, established by said Charter, but not including the power to discontinue or assign to any other office, department, or agency, any function or duty assigned by said Charter to a particular office, department, or agency; and

WHEREAS, Section 82-16(2)(l) (Community Services) of the Town Charter authorizes the Board to provide, maintain, and operate community and social services for the preservation and promotion of the health, recreation, welfare, and enlightenment of the inhabitants of the Town.

WHEREAS, the Board of Commissioners finds it to be in the best interest of the Town to amend Ordinance 2019-02 as indicated below.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of The Town of Upper Marlboro sitting in regular session this 20th day of December, 2022 the following:

CAPITALS

:Indicate amended matter to be added to original draft

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ORDINANCE 2022-08: AUTHORIZING TOWN COMMITTEES

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**TOWN OF UPPER MARLBORO COMMITTEE AND OTHER APPOINTED BODIES
PRACTICES AND PROCEDURES ORDINANCE**

SECTION 1: AUTHORITY, PURPOSE, SCOPE AND DEFINITIONS.

A. Authority. Pursuant to Title 5, Subtitle 2 of the Local Government Article of the Md. Ann. Code, and Sections 82-16(2)(p) and 82-17 of the Town Charter, the Board of Commissioners and the President shall be authorized pursuant to this Ordinance or any other duly enacted ordinance to create and establish certain offices, committees and other appointive bodies as deemed necessary to serve the best interests of the Town.

B. Purpose. In addition to authority stated in Subsection A, the purpose of this Ordinance is to authorize and set forth the practices, procedures and requirements for all Town appointed bodies serving the Town. Every committee or other appointed body shall have a specific statement of purpose and function as approved by the Appointing Authority or otherwise prescribed by law. ~~Unless otherwise prescribed by Charter, ordinance or resolution, the size of each body shall be dictated by its duties and responsibilities as determined by the appointing authority or bylaws approved by the Board of Commissioners.~~ THE SIZE OF EACH BODY SHALL BE NO LESS THAN THREE AND NO MORE THAN FIVE PEOPLE.

C. Scope. Unless otherwise provided elsewhere in the ordinances of the Town, the Town Charter or by authorized resolution, the provisions of this Ordinance shall apply to all committees or other appointed bodies established by Charter, separate legislation of the Board of Commissioners, or by order of the President, as permitted by law.

D. Definitions. The following definitions shall apply to this Ordinance:

(1.) "Appointing authority" means the Board of Commissioners or the President, as permitted by the Town Charter or State law.

(2.) "Appointed official" means a person designated by an Appointing Authority to occupy a Town office or perform some delegated power, function or duty on behalf of the Town government. AN APPOINTED OFFICIAL INCLUDES A PERSON APPOINTED TO SERVE ON A BOARD, COMMISSION, BODY OR COMMITTEE OF THE TOWN.

(3.) "Committee" means an ad hoc or standing body or individual to whom either the President or the Board of Commissioners have delegated or committed a particular duty in the expectation of their acts or recommendations being confirmed by the Appointing Authority. A committee's purpose may be solely advisory in nature. A committee may also include a standing group of persons with managerial, supervisory, governmental, planning or investigatory functions having certain expressly delegated powers or functions.

SECTION 2: PRACTICES, PROCEDURES AND GOVERNANCE.

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ORDINANCE 2022-08: AUTHORIZING TOWN COMMITTEES

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A. General. All appointees of the various committees and other appointed bodies of the Town, shall abide by the rules, policies and practices stated in this Ordinance or by any other duly approved ordinance, resolution, including any approved organizational bylaws, or order to ensure the proper conduct of Town business, proper administrative interaction with agencies outside of the municipality, and proper administration of employees, appointees and other bodies of the Town of Upper Marlboro.

B. Reports. At each Town regular or other designated meeting, a report from each committee or other appointed body shall be made by the chairperson or other proper designee to the Board of Commissioners.

C. Limitations. Unless otherwise provided by State law, the Town Charter, an ordinance or written resolution, including any organizational bylaws passed pursuant to this Ordinance, or another enabling ordinance, a committee or other appointed body shall not have any authority to act on behalf of the Board of Commissioners or the President, nor shall such committees or other appointed bodies conduct hearings or take testimony or public comment unless specifically authorized by resolution or recorded motion of the Board of Commissioners or as otherwise permitted by law. Organizational bylaws shall be approved by the Board of Commissioners.

D. Compensation and budget.

(1.) Appointed body members shall receive no compensation, although they may be reimbursed for actual expenses incurred in the performance of their duties in accordance with appropriations for the various bodies or purposes as made by the Board of Commissioners.

(2.) In general, an individual committee or other body may not always have a defined budget. If a committee or other appointed body anticipates a need to expend funds not currently budgeted, it may request such funds through the President's office. Such a request ~~is subject to a~~ **MUST BE REVIEWED** and **EVALUATED FOR** need, availability of funds, and ~~approval~~ **APPROVED** by ~~the President~~ and Board OF COMMISSIONERS. For those bodies having budgeted funds set aside for their purposes, no contract shall be entered into except as authorized by Town procurement law.

E. Qualifications. The President shall appoint all members of any appointed bodies created by ordinance or authorized resolution unless otherwise prescribed by other law. Unless prescribed otherwise by law including any approved bylaws of the body, all bodies shall have appointees who shall meet the following qualifications for appointment: (i.) A member shall be a resident OR BUSINESS OWNER (INCLUDING NON-STOCK AND NOT FOR PROFIT ORGANIZATIONS) RESIDING OR DOING BUSINESS IN EITHER THE Town's CORPORATE LIMITS OR THE GREATER UPPER MARLBORO AREA AS DESCRIBED BY THE APPROPRIATE CORRESPONDING POSTAL ADDRESS, (ii.), a member shall not be a person employed by or under contract to the Town except as a non-voting member or liaison, and (iii.) a member shall not be a convicted felon, unless otherwise waived by a unanimous vote of the Board of Commissioners.

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ORDINANCE 2022-08: AUTHORIZING TOWN COMMITTEES

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F. Terms of appointment and removal. Unless otherwise prescribed by law, the terms of appointment for the various appointed bodies shall generally be one year; however, certain appointments may be for two years. Bodies formed for specific purposes may not have definite terms and may exist only until the ordained or ordered purpose is accomplished. The following requirements shall also apply to terms of appointment, and removal or suspension of members:

(1.) COMMITTEE MEMBERS SHALL BE APPOINTED IN JANUARY OF EVERY EVEN YEAR AND SERVE FOR A TERM OF TWO YEARS; AND

(24.) Upon appointment and as a condition thereof, an Appointed Official shall take and subscribe to the oath or affirmation of office as provided for in Section 82-85 of the Town Charter;

(32.) Members are free to resign at any time, should their personal circumstances prevent continued effective service. A letter of resignation or other writing shall be submitted to the Town Clerk ~~but the resignation shall not become effective until approved by the Appointing Authority;~~ and

(43.) Excessive absenteeism, excluding short term illness or necessary travel, is cause for removal of a committee member or other appointee. Unless otherwise prescribed by law, a body's appointee may be removed from office for cause or without cause by the President.

G. Meetings. The body or committee ~~chairperson~~ shall be responsible for setting the proposed meeting agenda, unless the body decides on another procedure. A commissioner AND/OR A STAFF MEMBER may be assigned to coordinate with each body and may assist in drafting the agenda, scheduling meetings, and in the preparation and distribution of meeting materials. The following operating policies and procedures shall also apply:

(1.) Except for those committees and other bodies that have adopted their own bylaws or rules of procedure, as approved by the Board of Commissioners, and unless otherwise specified by law, the most recent edition of Robert's Rules of Order shall generally be followed when conducting meetings;

(2.) All committee and other body meetings shall be open to the public after reasonable notice is given and conducted in accordance with the State of Maryland's Open Meetings Law. A body may convene in closed session only for those reasons set forth in State Government Article, Section 10-508(a) of the Annotated Code of Maryland and a body should consult with the Town Clerk prior to considering doing so;

(3.) Certain bodies may have standing meeting times, while others may meet on an "as needed" basis. Unless otherwise prescribed by law, each committee or body may meet as frequently as necessary to carry out its responsibilities. A body may also cancel a meeting from time to time if there are no agenda items in need of consideration or if a quorum cannot attend. A quorum for conducting business shall be a simple majority of the membership of the committee or other body;

(4.) Minutes should be KEPT IN ACCORDANCE WITH STATE LAW AND TOWN REGULATIONS REGARDING MEETINGS, BE brief and SHOULD essentially reflect

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decisions, motions, consensus, votes or recommendations of the body. A copy of the minutes should be sent to the Town Clerk for custodial purposes, who shall forward a copy to the Appointing Authority; and

(5.) The Board of Commissioners recognizes the importance of civil discourse at all levels of the government including for those who volunteer their time and services on behalf of the Town. Bodies and committees should conduct themselves so as to maintain public confidence in their municipal government and in the performance of the public trust. Disruptive behavior may result in removal FROM THE MEETING by the CHAIRPERSON OR THE COMMITTEE of any person responsible for such behavior.

F. TOWN PROPERTY. PROPERTY PURCHASED WITH TOWN FUNDS EITHER DIRECTLY OR THROUGH REIMBURSEMENT IS THE PROPERTY OF THE TOWN OF UPPER MARLBORO. ITEMS DONATED TO A COMMITTEE ARE THE PROPERTY OF THE TOWN OF UPPER MARLBORO AND SHALL NOT BE DISPOSED OF WITHOUT PROPER AUTHORITY.

SECTION 3: LIABILITY AND INDEMNIFICATION; COMMUNICATIONS.

A. Member liability. Appointed officials or members of a Town appointed body are considered municipal officials, regardless of whether they receive compensation. Subject to certain exceptions and limitations, state law allows a municipality to indemnify its officials and employees from personal financial loss, while acting in a discretionary capacity, without malice, and within the scope of the official's authority. The Town has purchased liability insurance policies for this purpose and intends to indemnify and defend its duly appointed committee or other body members in substantially the same manner as its other appointed and elected officials.

B. Email usage. The use of electronic mail creates certain issues related to the state open meetings and public records laws. There is no distinction in the law between written and electronic records. As a result, it is likely that email messages written or received in the capacity of a committee or body member are public records which must be made available for public inspection in the same manner as hardcopy documents. Use of one's own home computer and personal email accounts may not exempt such communications depending on the context. Unless subject to a privilege provided for by law, employees and committee members acting in their official capacity should have no expectation of privacy in their use of electronic mail for town purposes. Appointees are encouraged to establish or obtain separate email accounts from the Town or another provider dedicated solely for their use as a Town official.

C. Public Speaking AND COMMUNICATION FROM TOWN OR TOWN COMMITTEE EMAIL OR SOCIAL MEDIA ACCOUNTS. An individual appointed member has a right to speak publicly as a private citizen but should not purport to represent the Town, the body or committee or exercise the authority of the body or committee except when specifically authorized by that body to do so. If members identify themselves as members when speaking as private citizens, it may be perceived that they speak

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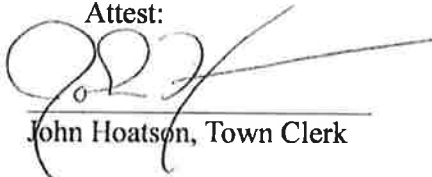
for the body or committee. Such a perception should be avoided. A MEMBER WHO CREATES THIS PERCEPTION MAY HAVE THEIR ACCESS REMOVED FROM TOWN AND COMMITTEE ACCOUNTS AND MAY BE REMOVED FROM THE COMMITTEE BY THE APPOINTING AUTHORITY.

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall become effective at the expiration of twenty (20) calendar days following approval by the Board of Commissioners.

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this Ordinance shall be posted in the Town Hall office, and it or a fair summary thereof, shall be published once in a newspaper of general circulation in the Town.

Adopted this 20th day of December, 2022.

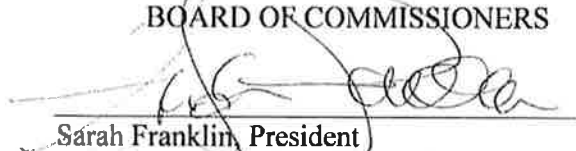
Attest:



John Hoatson, Town Clerk

Date: 12-20-22

THE TOWN OF UPPER MARLBORO,
BOARD OF COMMISSIONERS



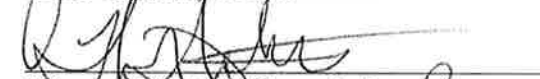
Sarah Franklin, President



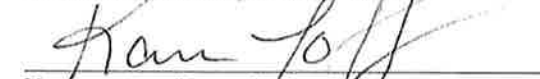
Charles Colbert, Commissioner



Janice Duckett, Commissioner



Thomas Hanchett, Commissioner



Karen Lott, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Ordinance, and that said Ordinance is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 20th day of December, 2022.



John Hoatson, Town Clerk

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ORDINANCE 2022-08: AUTHORIZING TOWN COMMITTEES

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Town of Upper Marlboro

RESOLUTION: 2020-02
SESSION: Regular Town Meeting
DATE: February 11, 2020

RESOLUTION BY THE BOARD OF TOWN COMMISSIONERS TO ESTABLISH, APPROVE AND MAINTAIN A TOWN OF UPPER MARLBORO ARTS COUNCIL.

WHEREAS, the Board of Commissioners of the Town of Upper Marlboro has authority pursuant to Ordinance 2019-02: Authorizing Creation and Governance of Committees and Other Town Bodies, and, Section 82-16 (1) General Powers; and (2)(p) and (2)(rr) Specific Powers, of the Town Charter to create departments to further the public interest of the Town, and to establish programs to promote the health, welfare, and enjoyment of the inhabitants of the Town; and

WHEREAS, the Board of Commissioners has established goals and initiatives to strengthen community relations through proactive partnership with its residents, businesses and surrounding area communities; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro sitting in regular session this 11th day of February, 2020 the following:

1. That the Board of Commissioners has determined that it is in the public interest to create a Town of Upper Marlboro Arts Council.
2. That the Board of Commissioners shall appoint a Chairperson and at least two (2) members to the Committee for two-year terms, said terms starting on March 1st, 2020, to serve without compensation and at will.
3. That the Committee shall elect a Vice-Chairperson and Secretary by majority vote.
4. That the mission of the Committee is to provide recommendations to the Board of Commissioners on public art and art object decisions. The Arts Committee is directed to advance public understanding of visual arts, enhance the aesthetic quality of public places, and help stimulate the vitality and economy of the Town.
5. The Committee shall assist Town personnel with the selection and management of art displayed at Town Hall, and other art exhibits and installations within the Town's corporate boundaries.
6. That the Committee shall report to the Board of Town Commissioners, at least quarterly, on their work and submit a proposed budget to the President during the month of March of each year.
7. That the meetings of the Committee are subject to and in compliance with the Maryland Open Meetings Act, Chapter 3, Sections 3-102 and 3-303.

Town of Upper Marlboro

8. That the Committee adopt such bylaws, within 30 days of appointment, as it deems appropriate for final approval by the Board.

INTRODUCED AND PASSED by the Board of Commissioners for the Town of Upper Marlboro, Maryland at a Public Meeting held on February 11th, 2020.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS



Linda Pennoyer
Linda Pennoyer, President

Kai Bernal-LeClaire
Kai Bernal-LeClaire, Commissioner

Wanda Leonard
Wanda Leonard, Commissioner

M. David Williams
M. David Williams, Town Clerk

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 11th day of February, 2020.

M. David Williams
M. David Williams, Town Clerk

By-laws of the Town of Upper Marlboro Arts Council

ARTICLE I— NAME, LOCATION

This Council shall be known as the Town of Upper Marlboro Arts Council (Arts Council). The Arts Council 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 Upper Marlboro Arts Council is dedicated to increasing appreciation of the arts, cultivating creative exploration, and supporting diverse cultural artistic expression and accessibility of the arts for the enrichment of community life. The Arts Council works to advocate for culture and the arts and to educate and inform the public. The Council's goals are to foster meaningful engagement, promote and invest in art, and to collaborate and liaison between artists, art and cultural organizations, businesses, government, and educational interests in community spaces.

ARTICLE III— MEMBERS

Section 1: In December of each even-numbered year the Board of Commissioners appoints three or five members for two-year terms, effective January 1 of that year. The Arts Council will choose a minimum of five 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 Arts Council members.

Section 2: Resignation and Vacancy: A member may resign their position 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 Arts Council.

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: Monthly Meetings: General, monthly meetings will be held the first (1st) Monday of each month. Special meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 3: A proposed monthly or special meeting agenda will be provided to the Council, in advance.

Section 5: Quorum: A quorum for the meetings shall be three Arts Council members. Arts Council 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 within the scope provided by these bylaws. Once members 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. Council expenditures will be processed through the Board of Commissioners, the Chairperson, or the Town liaison to the Council 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 Council 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 Council, the Council’s collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

ARTICLE XI - EFFECTIVE DATE

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at the July Board Work Session, on this 11th day of July, 2023, by:

These by-laws shall become effective on _____.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

Linda Pennoyer, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted these By-laws, and that said By-laws is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 11th day of July, 2023.

John Hoatson, Town Clerk



Town of Upper Marlboro

RESOLUTION: 2018-08
SESSION: Regular Town Meeting
DATE: May 14, 2019

RESOLUTION BY THE BOARD OF TOWN COMMISSIONERS TO ESTABLISH, APPROVE AND MAINTAIN THE UPPER MARLBORO CERT

WHEREAS, the Governing Body of the Town of Upper Marlboro recognizes the need for enhanced emergency response resources in the wake of recent, unprecedented, natural disasters in the state of Maryland and likelihood that such events will increasingly occur; and

WHEREAS, first responders to such natural disasters, and other emergencies, have to address often overwhelming circumstances in emergency situations; and

WHEREAS, the Federal government has established the Community Emergency Response Team (CERT) program under its Citizens Corps and is coordinated nationally by the Department of Homeland Security's Federal Emergency Management Agency (FEMA), created by Executive Order 13254 in January by the President of the United States; and

WHEREAS, the Governing Body of the Town of Upper Marlboro has the authority to establish and maintain a CERT that can be trained to help first responders and address various needs in the event of an emergency; and

NOW, THEREFORE, BE IT RESOLVED, the Chief of the Town of Upper Marlboro Police Department, or an appointee such as an elected official or Town employee, shall be designated by the President of the Board of Town Commissioners to act as a non-voting liaison to the Upper Marlboro CERT; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Commissioners of The Town of Upper Marlboro sitting in regular session this 14th day of May, 2019 the following:

1. The Board of Town Commissioners has determined that it is in the public interest to create and maintain an Upper Marlboro Community Emergency Response Team
2. The Upper Marlboro CERT is organized exclusively for educational purposes and public service to the citizens and communities of Upper Marlboro, MD
3. That the mission of the Committee is to provide trained assistance to professional responders in case of community-wide emergencies; and, to also provide trained assistance to area residents during disasters, emergencies, and miscellaneous planned events.

Town of Upper Marlboro

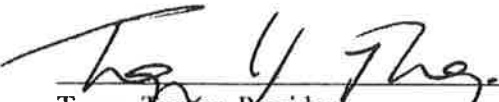
4. That the Committee shall report to the Board of Town Commissioners, at least quarterly on their work, and also submit a proposed budget to the President of the Board of Town Commissioners during the month of March of each year.
5. That the meetings of the Committee are subject to, and in compliance with, the Maryland Open Meetings Act, Chapter 3, Sections 3-102 and 3-303.
6. That the Committee adopt such Bylaws, within 30 days of appointment, as it deems appropriate for final approval by the Board.

INTRODUCED AND PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a Public Meeting held on May 14th, 2019.

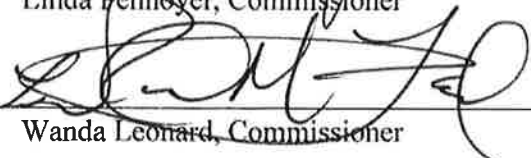
Attest:



THE TOWN OF UPPER MARLBORO BOARD OF COMMISSIONERS


Tonga Turner, President


Linda Penneyer, Commissioner


Wanda Leonard, Commissioner


M. David Williams, Town Clerk

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 14th day of May, 2019.


M. David Williams, Town Clerk



BYLAWS OF COMMUNITY EMERGENCY RESPONSE TEAM OF UPPER MARLBORO, MD

ARTICLE I. Name and Location

Section 1. The name of this volunteer organization shall be the Upper Marlboro Community Emergency Response Team of the Town of Upper Marlboro, Prince George's County, MD, hereinafter referred to as "CERT."

Section 2. The Upper Marlboro CERT shall be based and meet at the Town of Upper Marlboro Town Hall or as where the elected officers shall determine. All meetings shall be in compliance with the Open Meetings Act of the State of Maryland.

ARTICLE II. Purpose

Section 1. The Upper Marlboro CERT is organized exclusively for educational purposes and public service to the citizens and communities of the Town of Upper Marlboro, MD, and more specifically to:

- Educate citizens of the community on the subject of disaster/emergency preparedness, mitigation, response, and recovery;
- Provide assistance to the residents during disasters and emergencies;
- Provide trained assistance to professional responders in case of community-wide emergencies and crisis incidents outside the Town at the request of the Prince George's County Office of Emergency Management; and to
- Provide trained assistance during planned events within and outside of the Town.

ARTICLE III. Membership

Section 1. Qualification: Membership in the Upper Marlboro CERT shall be individuals who will or have completed the required training and certification as mandated by the Federal Emergency Management Agency (FEMA) and/or the Prince George's County Office of Emergency Management (OEM). Training courses include, but not limited to CERT Basic Training Course, FEMA IS-100, IS-200, IS-700, and IS-800.

Section 2. Types of Membership: There will be two types of memberships in the Upper Marlboro CERT team; Active and Inactive.

Active members will be authorized to vote, hold elective office, and participate in all Upper Marlboro CERT activities.

Inactive members will be any person (to include the Board of Directors) who has missed more than four general meetings in a calendar year, unless the member is excused by the President for just cause. Inactive members will not be allowed to vote or hold elective office; however, they may attend meetings, take training, and participate in events. Attendance of three consecutive meetings shall reinstate active member status.

Section 3. Duration of Membership. An individual may remain a member so long as they maintain the requisite skills, and does not discredit the organization.

Section 4. Resignation. Any Upper Marlboro CERT team member may resign at any time by giving written notice to the Board of Directors. Resignation shall be effective upon receipt unless otherwise noted therein. Acceptance shall not be required to make it effective. Upon resignation the member shall return all team issued items and equipment as requested. Examples include, but are not limited to: credentials/identification, clothing issued by OEM.

Section 5. Removal. Any Upper Marlboro CERT member may be removed for cause (including being determined inactive) by the Board of Directors or OEM for conduct determined by the Board of Directors and/or OEM to be contrary to the best interest of CERT, OEM or the jurisdictions they serve and represent.

Section 6. Reinstatement. Any Upper Marlboro CERT member may request reinstatement to membership by the Board of Directors. A decision to reinstate will be at the sole discretion of the Board of Directors with the decision being final.

Section 5. Fees. A one-time fee of Twenty-five dollars (\$25.00) may be required upon joining the Upper Marlboro CERT.

ARTICLE IV. The Board of Directors

Section 1. The Board of Directors shall consist of the elected officers and the standing committee chairperson(s). See Article XIII for Committees.

Section 2. The Board of Directors shall handle the regular business of the Upper Marlboro CERT.

Section 3. Regular meetings of the Board of Directors shall be held as required and established by the Board of Directors.

Section 4. A quorum for conducting the business of the Board of Directors shall be a majority of all Board Members. A member of the Board not present may vote by absentee ballot.

Section 5. The Board of Directors is authorized to make expenditures of up to One Hundred dollars (\$100.00) without the approval of the membership.

Section 6. The Board of Directors shall submit a Budget Request to the Town of Upper Marlboro every March, listing previous year's accomplishments and costs, and anticipated projects/events for the year ahead to include expected costs (Town fiscal year runs July 1 through June 30).

ARTICLE V. Officers (Board of Directors) consist of A) President, B) Vice-President, C) Secretary, and D) Treasurer, and Standing Committee Chairpersons of Community Relations, Logistics and Training.

Section 1. There shall be the following elected officers:
A.) President, B.) Vice-President, C.) Secretary, and D.) Treasurer.

Section 2. An officer who does not comply with assigned responsibilities may be relieved of office by the President or a majority vote by the membership after notification to the individual involved. Appointment of a replacement shall be made by the President of the Upper Marlboro CERT with the approval of the Board of Directors, pending the annual election.

Section 3. Committee Chairpersons and Committee Members shall be appointed by the President of CERT; subject to approval by the Board of Directors.

Section 4. A Committee Chairperson and Committee Member may be removed for a good cause by the President, if in the President's judgment, the chairperson or member is not properly performing or will not properly perform the duties of the position; subject to approval by a majority of the Board of Directors.

THE BOARD OF DIRECTORS RECIEVES NO COMPENSATION

ARTICLE VI. Elections

Section 1.

a) Nominations: Any Active Member may place into nomination an Active Member for elected office. The Nominating Committee will compile a list of all Nominations, present the list in the form of a ballot for the election of officers under Article V Section 1.

b) Nominating committee: The Nominating committee shall verify eligibility of voting members. They may organize the election at their discretion with procedures that guarantee fairness and legality.

- c) Report of the Nominating Committee shall be made at the last meeting of the year; and
- d) Nominations from the floor will be at the last meeting of the year and prior to elections and installation of the new officers at the first meeting of the New Year; with the consent of the nominee.

Section 2. The Nominating Committee will consist of no less than the Chairperson plus two Active Members.

Section 3. Election shall be by secret ballot (electronic voting process will be established if circumstances preclude membership from meeting in-person).

Section 4. Each eligible Active Member shall cast one vote per office.

Section 5. Term of office: Officers shall be elected for a term of two years. Officers may be elected for a consecutive term in the same office.

Section 6. Immediately following installation, the outgoing officers shall turn over to the newly installed officers all files, monies and historical materials and equipment.

ARTICLE VII. Duties of Officers

Section 1. The President shall: a) Preside at all meetings of the Board of Directors and general meetings of CERT, and at any special meetings; b) Sign checks with the Treasurer or another authorized signer, c) Sign all contracts, letters, etc. as required; d) Serve as an ex-officio member of all committees except that of the nominating committee; and, e) Call special meetings when necessary.

Section 2. The Vice President shall perform the duties of an absent President and perform such duties as are assigned by the President.

Section 3. The Secretary shall record the minutes of all proceedings of the Board of Directors and membership meetings. The Secretary shall handle the correspondence of the Upper Marlboro CERT. Should the President and Vice-President not be available for a general meeting, the Secretary will preside over the meeting.

Section 4. The Treasurer shall: a) Have charge of all the funds of the Upper Marlboro CERT; b) Make financial reports to the membership at meetings; c) Sign all checks with the President or another authorized signer; d) Keep dues collected in advance for the next administration; and, e) Keep funds in a bank account to be audited annually and kept orderly.

ARTICLE VIII. Meetings

Section 1. Regular meetings shall be scheduled on the second Saturday of each month from 9:00 a.m. – 10:30 a.m., unless there is a scheduling conflict with the Town Hall. 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. Meetings will be announced verbally during the general meetings, through the meeting minutes, and by email to the membership.

Section 2. General membership. A quorum shall be a minimum of seven (7) active members at a regular or special meeting of the membership.

Section 3. Special meetings may be called by the President, the Board of Directors or a majority of the Active Members. Notice of a special meeting shall be given as early as time allows, but no less than 3 days. This notice shall be written, oral or electronic mail.

Section 4. Public notification of all meetings of the Board of Directors shall be posted according to Maryland Open Meetings Act requirements through the Town of Upper Marlboro website, social media outlets and official publications in which calendars are employed.

ARTICLE IX. Amendments

a) The Bylaws may be amended or revised by an affirmative vote of a majority of Active Members. The Bylaws shall be in effect for a period of no less than one year before any changes can be made, unless an urgent change is required based on an enacted law or regulation, or substantial urgency or defect in current bylaws.

b) This vote will be by written ballot. Amendments to the Bylaws shall be given to Active Members in writing by the next regularly scheduled meeting and voted upon on the next following meeting.

c) An electronic voting process will be established if circumstances preclude membership from meeting in-person.

ARTICLE X. Rules of Order

"Roberts Rules of Order, Newly Revised" shall be the basis of conducting meetings.

ARTICLE XI. Standing Rules

Regular meetings will be called to order at 9:00 a.m.

ARTICLE XII. Standing Committees

1. Community Relations
2. Logistics
3. Training

ARTICLE XIII. Temporary Committees

Temporary committees are established at the direction of the President in order to accomplish a specific task. Such committees include:

1. Nominating
2. Bylaws

ARTICLE XIV. EFFECTIVE DATE

These Bylaws were approved and adopted by the Upper Marlboro CERT membership on **October 28, 2021**. They supersede any and all prior versions. These revised bylaws were forwarded to the Town of Upper Marlboro for review, approval and filing on October 31, 2021.

Michael H. Weekley Date 10/28/2021

Vice President, Upper Marlboro CERT
(Acting in the position of president)

Alonzo F. Joy, Jr. Date 10/28/2021

Secretary, Upper Marlboro CERT

ARTICLE XV. EFFECTIVE DATE

These Bylaws shall become effective _____.

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



EVENTS
Committee



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

Info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

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 28th day of June, by the Board of Town Commissioners.

APPROVED
TOWN COMMISSIONERS
UPPER MARLBORO, MD

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 — TUMEC CORE MEMBERS

Section 1 - Core Committee Members: The UMEC will have a three-person governing executive board with one member serving as the committee Chairperson and will serve from July - June. One committee member shall serve as Treasurer for the UMEC. Any of the three core members may represent the UMEC at town meetings and events; however, the committee Chairperson will be the primary point of contact between the UMEC and the town. The Core Committee members are appointed by and serve at the pleasure of the Board of Town Commissioners as recommended by a vote of the committee. Additional roles and responsibilities will be assigned by a majority vote of the committee.

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 AND VOLUNTEERS

Associate Members and Volunteers are individuals who express an interest in and who participate and contribute to the mission of the UMEC, and are approved by the Board of Town Commissioners.

ARTICLE V — MEETINGS

Section 1: Meetings will be held at the Town Hall unless the Chairperson 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 of the Chairperson. Members shall be notified in advance.

Section 5 - Quorum: A quorum for the meetings shall be FOUR (4) of the UMEC members. UMEC members absent for personal or family crisis may elect to vote by telephone participation. The UMEC chairperson 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

Section 1 - Chairperson: The Chairperson shall have primary supervision over the activities of the UMEC, along with the other Core Committee members, within the scope provided by these bylaws. The Chairperson shall preside at all meetings, submit a monthly report of the activities of the UMEC to the Town's Board of Commissioner's at monthly town meetings, and submit a budget request each March to the Town's Board of Commissioners. If the Chairperson is unavailable, any Core Committee member may submit the monthly report.

Section 2 – Second Core Committee Member: The second Core Committee member shall perform such duties as the UMEC or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson. The second Core Committee member shall serve as Treasurer of the UMEC.

Section 3 – Third Core Committee Member: The third Core Committee member shall perform such duties as the UMEC or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson. The third Core Committee member shall serve as the primary point of contact for all UMEC volunteers.

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 membership shall be:

- Attendance will be taken by signing an attendance roster
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- 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 Treasurer through the Board of Town Commissioners or the President, as required, by the Town's Procurement Ordinance.

Section 1 - Reporting: The Treasurer shall be responsible for submitting a budget report at each regular monthly UMEC meeting. The report shall include a running list of expenses by event and remaining UMEC budget funds.

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 membership. Bylaw revisions must be approved by the Board of Town Commissioners before becoming effective.

ARTICLE X — DISSOLUTION

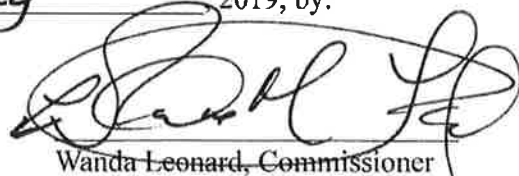
In the event of the dissolution of the UMEC, the Committee's collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

ARTICLE XI — EFFECTIVE DATE

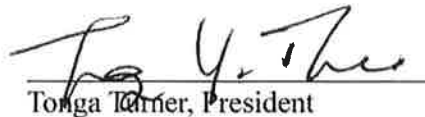
These bylaws shall become effective on June 6, 2019.

APPROVED by the Board of Commissioners for the Town of Upper Marlboro, Maryland at their regular Town Meeting, on this 14th day of May 2019, by:

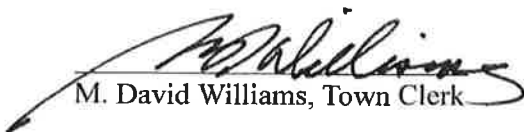



Wanda Leonard, Commissioner


Linda Pennoyer, Commissioner


Tonga Turner, President

Attest:


M. David Williams, Town Clerk

UPPER MARLBORO

GREEN
TRENCH



Town of Upper Marlboro

RESOLUTION: 2020-03
SESSION: Regular Town Meeting
DATE: February 11, 2020

A RESOLUTION BY THE BOARD OF TOWN COMMISSIONERS SUPPORTING PARTICIPATION IN THE SUSTAINABLE MARYLAND MUNICIPAL CERTIFICATION PROGRAM AND ESTABLISHING A TOWN OF UPPER MARLBORO GREEN TEAM.

WHEREAS, the Board of Commissioners of the Town of Upper Marlboro has authority pursuant to Ordinance 2019-02: Authorizing Creation and Governance of Committees and Other Town Bodies, and, Section 82-16 (1) General Powers; and (2)(p) and (2)(rr) Specific Powers, of the Town Charter to create departments to further the public interest of the Town, and to establish programs to promote the health, welfare, and enjoyment of the inhabitants of the Town; and

WHEREAS, the Board of Commissioners has established goals and initiatives to strengthen community relations through proactive partnership with its residents, businesses and surrounding area communities; and

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, The Town of Upper Marlboro strives to save tax dollars, assure clean land, air and water, improve working and living environments as steps to building a sustainable community that will thrive well into the new century; and

WHEREAS, The Town of Upper Marlboro hereby acknowledges that the residents of Upper Marlboro desire a stable, sustainable future for themselves and future generations; and

WHEREAS, The Town of Upper Marlboro wishes to support a model of government which benefits our residents now and far into the future by exploring and adopting sustainable, economically- sound, local government practices; and

WHEREAS, by endorsing a sustainable path The Town of Upper Marlboro is pledging to educate itself and community members further about sustainable activities and to develop initiatives supporting sustainable local government practices; and

WHEREAS, the elected representatives of the Town of Upper Marlboro have a significant responsibility to provide leadership in seeking community-based sustainable solutions to strengthen its community;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro sitting in regular session this 11th day of February, 2020 the following:

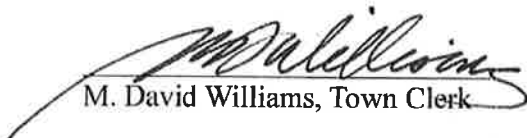
Town of Upper Marlboro

1. That in order to focus attention and effort within The Town of Upper Marlboro on matters of sustainability, the Board of Town Commissioners wishes to pursue local initiatives and actions that will lead to Sustainable Maryland Municipal Certification.
2. That the Board of Town Commissioners has determined that it is in the public interest to create a Town of Upper Marlboro Green Team.
3. That the Board of Commissioners shall appoint a Chairperson and at least two (2) members to the Committee for two-year terms, said terms starting on March 1st, 2020, to serve without compensation and at will.
4. That the Committee shall elect a Vice-Chairperson and Secretary by majority vote.
5. That the mission of the Committee is to provide recommendations to the Board of Commissioners on how the Town can go green, save money and take steps to sustain their quality of life over the long term.
6. That the Committee shall report to the Board of Town Commissioners, at least quarterly, on their work and submit a proposed budget to the President during the month of March of each year.
7. That the meetings of the Committee are subject to and in compliance with the Maryland Open Meetings Act, Chapter 3, Sections 3-102 and 3-303.
8. That the Committee adopt such bylaws, within 30 days of appointment, as it deems appropriate for final approval by the Board.

INTRODUCED AND PASSED by the Board of Commissioners for the Town of Upper Marlboro, Maryland at a Public Meeting held on February 11th, 2020.

Attest:

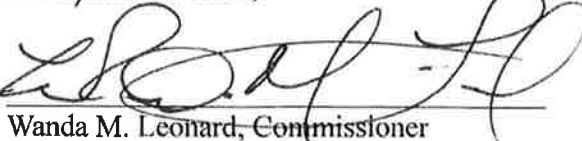



M. David Williams, Town Clerk

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS


Linda Pennoyer, President


Kai Bernal-LeClaire, Commissioner


Wanda M. Leonard, Commissioner

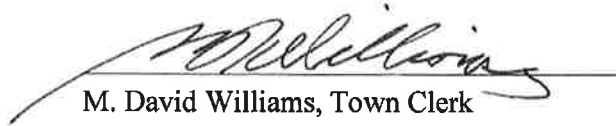
Town of Upper Marlboro

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this

11th day of February, 2020.


M. David Williams, Town Clerk

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 elect a Chairperson, Vice Chairperson, and Projects Chairperson from their membership. 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 Chairperson 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 Chairperson 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 Chairperson 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

Section 1: Chairperson -- The Chairperson shall have executive supervision over the activities of the within the scope provided by these bylaws. The Chairperson 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.

Section 2: Vice-Chairperson -- The Vice-Chairperson shall perform such duties as the committee or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson.

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 by signing an attendance roster
- 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:

DRAFT

The Town of Upper Marlboro

TUMHC

HISTORICAL COMMITTEE

**BOARD OF COMMISSIONERS
FOR THE
TOWN OF UPPER MARLBORO**

ORDINANCE: 2012-02
SESSION: Regular Town Meeting
INTRODUCED: August 14, 2012

**AN ORDINANCE TO ESTABLISH A HISTORICAL COMMITTEE FOR
THE TOWN OF UPPER MARLBORO**

WHEREAS, the Board of Commissioners of the Town of Upper Marlboro has authority pursuant to Section 82-17 of the Town Charter to create Committees to further the public interest of the Town; and

WHEREAS, The Town has existed in various forms since 1706 and has a rich history; and

WHEREAS, there is a need to collect, discover, advance, preserve and disseminate this rich history for future generations; and

WHEREAS, the Town is fortunate to have talented interested citizens in advancing the history of the Town; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of The Town of Upper Marlboro sitting in regular session this 11th day of September, 2012 the following:

1. That the Board of Commissioners has determined that it is in the public interest to create a Town of Upper Marlboro Historical Committee.
2. That the Board of Commissioners shall appoint a Chairman and six (6) members to the Committee for two year terms, said terms starting on November 1, 2012, to serve without compensation and at will.
3. That the Committee shall elect a Vice Chairman and Secretary by majority vote.

4. That the mission of the Committee is to investigate, collect, discover, advance, preserve and disseminate the history of the Town.

5. That the Committee shall report to the Board of Commissioners, at least quarterly, on their work and submit a proposed budget during the month of March, of each year, to the President of the Town.

6. That the meetings of the Committee are subject to the Open Meetings Act.

7. That the Committee adopt such by-laws as it deems appropriate for approval by the Board.

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall become effective at the expiration of twenty (20) calendar days following approval by the Board of Commissioners.

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall be posted in the Town Hall office, and it shall be published once in a newspaper of general circulation in the Town.

Adopted this 11th day of September, 2012.

TOWN OF UPPER MARLBORO,
BOARD OF COMMISSIONERS



Stephen Sonnett, President



Joseph Hourclé, Commissioner Attest:



James Storey, Commissioner



Clerk

By-laws of the Town of Upper Marlboro Historical Committee

ARTICLE I— NAME, LOCATION

This Committee shall be known as the Town of Upper Marlboro Historical Committee (TUMHC). The TUMHC 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 Historical Committee is to bring together those people interested in the history of the town and its people. The major function is to discover, collect, advance, help preserve and disseminate knowledge of the Town of Upper Marlboro.

The activities of this committee include researching, compiling and promoting the history of the town and town government, locating and making recommendations for marking historical sites and structures, informing the community of historical activities, the preservation of the historical heritage of the Town of Upper Marlboro, the involvement of the community in historical preservation, and the interaction with other related agencies, groups and civic organizations involved in preserving historical heritage.

ARTICLE III— TUMHC MEMBERS

Section 1: In October of each even-numbered year the Board of Commissioners appoints seven TUMHC members, of which the majority must be town residents, for two year terms, effective November 1 of that year. The Board also appoints the Chairperson and Vice-Chairperson. Additional roles and responsibilities will be assigned by a majority vote of the committee.

Section 2: Resignation and Vacancy: An officer may resign the office while not necessarily resigning membership of the TUMHC by submitting a letter to the TUMHC which shall be read into the official minutes. Vacancies occurring in any office other than Chairperson 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 TUMHC.

ARTICLE V— MEETINGS

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

Section 2: Quarterly Meetings: General, quarterly meetings will be held the third (3rd) Saturday of February, May, August and November. 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 4: Additional Meetings: Additional meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 5: Quorum: A quorum for the meetings shall be 4 of the TUMHC members. TUMHC members absent for personal or family crisis may elect to vote by proxy ballot. The TUMHC chairperson 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

Section 1: Chairperson -- The Chairperson shall have executive supervision over the activities of the TUMHC within the scope provided by these bylaws. The Chairperson shall preside at all meetings, submit a quarterly report of the activities of the TUMHC to the Board of Town Commissioners, and submit a budget request each March to the Board of Town Commissioners. 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.

Section 2: Vice-Chairperson -- The Vice-Chairperson shall perform such duties as the committee or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson.

ARTICLE VII— COLLECTION POLICY

Section 1: The TUMHC shall, at their discretion, collect all documents, photographs, and related items, donations of historical records, documents, and photos relevant to the Town's history.

Section 2: Due to the lack of space, the focus of the collection shall be on records, documents, photographs, and other types of small items. However, if space allows and the significance of the item warrants inclusion, large items may be accepted upon the approval by the Board of Town Commissioners, if necessary, prior to acceptance.

Section 3: A completed donation/loan form to clarify legal ownership or loan conditions of the item(s) must accompany all donations or loans.

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 by signing an attendance roster
- 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 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 February 12, 2013.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this 12th day of February, 2013, by:



Joseph Hourclé
Joseph Hourclé, Commissioner

James Storey
James Storey, Commissioner

Stephen Sonnett
Stephen Sonnett, President

Attest:

M. David Williams
M. David Williams
Town Clerk

REVISED: