

Town of Upper Marlboro

CHARTER AMENDMENT RESOLUTION NO. __-2025

**A CHARTER AMENDMENT RESOLUTION
OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO,
MARYLAND, AMENDING SECTION 82-32 (VACANCIES), OF THE CHARTER OF
THE TOWN OF UPPER MARLBORO TO ALTER THE PROCESS FOR FILLING
VACANCIES ON THE BOARD OF COMMISSIONERS, PROVIDING FOR THE
FILLING VACANCIES DURING THE FIRST THREE YEARS OF A
COMMISSIONER'S TERM BY SPECIAL ELECTION AND FILLING VACANCIES
DURING THE FIRST TEN MONTHS OF THE LAST YEAR OF A COMMISSIONER'S
TERM BY APPOINTMENT BY THE COMMISSION AND PROVIDING THAT A
VACANCY CREATED WITHIN SIXTY (60) DAYS OF A GENERAL ELECTION WILL
REMAIN VACANT UNTIL THE ELECTION**

WHEREAS, Article XI-E, § 4 of the Constitution of Maryland and Local Government Article, §4-301, *et seq.* of the Annotated Code of Maryland, authorize the Board of Commissioners to amend the Charter of the Town of Upper Marlboro and provide the process and procedures for doing so; and

WHEREAS, Town Charter, Sec. 82-32 requires that vacancies on the Board of Commissioners be filled by holding a special election, unless the vacancy occurs within sixty-one (61) days of the next general election, in which case the position shall remain vacant until the next general election and further provides that any vacancy in the Office of the President is to be filled by the favorable votes of a majority of the members of the Board; and

WHEREAS, given the time and cost of conducting a special election, especially close to a regular election of the Town, the Board finds that the Town would benefit from creating a process for the appointment of a qualified resident to fill a vacancy in the office of Town Commissioner in the event the vacancy occurs when the remaining term of the Commissioner's seat is less than ONE YEAR and to hold a special election only if the vacancy occurs when the remaining term of the Commissioner's seat is more than ONE YEAR; and

WHEREAS, the Board of Commissioners finds that the Town would benefit from enacting this Charter amendment to update and clarify the process of filling vacancies on the Board of Commissioners.

Section 1. NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, that Section 82-32 (Vacancies) of the Charter of the Town of Upper Marlboro, Maryland, shall be and hereby is repealed and re-enacted with amendments to read as follows:

Registration, Candidates and Elections

* * *

SECTION 82-32 (VACANCIES)

(A) IN THE EVENT A VACANCY OCCURS ON THE TOWN COUNCIL LESS THAN ONE YEAR BUT MORE THAN 60 DAYS PRIOR TO THE NEXT GENERAL ELECTION, THE REMAINING COUNCIL MEMBERS SHALL APPOINT A QUALIFIED RESIDENT TO FILL THE VACANCY. (SEE TOWN CHARTER, § 82-4 (QUALIFICATIONS OF COUNCIL MEMBERS)). THE APPOINTMENT MUST BE MADE WITHIN 45 DAYS OF THE OCCURRENCE OF THE VACANCY AND SHALL CONTINUE UNTIL COUNCIL MEMBERS ARE SWORN INTO OFFICE FOLLOWING THE GENERAL ELECTION. THE VACANCY SHALL BE FILLED BY PUBLIC SOLICITATION OF APPLICATIONS. THE SWEARING-IN OF AN APPOINTEE SHALL TAKE PLACE AT THE EARLIEST AVAILABLE TOWN MEETING AFTER AN APPOINTMENT HAS BEEN MADE. THE SWEARING-IN SHALL MARK THE DATE AT WHICH AN APPOINTEE BECOMES A FULL MEMBER OF THE TOWN COUNCIL WITH ALL ATTENDANT POWERS AND DUTIES.

(1) *PUBLIC SOLICITATION OF APPLICATIONS.*

- **(A) APPOINTMENT OF A SUCCESSOR IS MADE BY PUBLIC**

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SOLICITATION OF APPLICATIONS AND THE VACANCY SHALL BE ADVERTISED ON THE TOWN WEBSITE AND BY WAY OF A SPECIAL MAILING AND/OR OTHER SUITABLE MEANS OF PUBLIC OUTREACH WITHIN FIVE (5) BUSINESS DAYS OF THE PUBLIC ANNOUNCEMENT OF THE VACANCY. THE PUBLIC NOTICE SHALL STATE THE DEADLINE FOR SUBMITTING APPLICATIONS AND THE QUALIFICATIONS FOR SERVING ON THE TOWN COUNCIL. ALL APPLICATIONS SHALL HAVE A SUPPORTING PETITION ATTACHED WITH THE SIGNATURES OF AT LEAST TWENTY (20) QUALIFIED VOTERS OF THE TOWN.

(B) AFTER THE DEADLINE FOR SUBMISSIONS HAS PASSED, THE TOWN COUNCIL SHALL SET A DATE FOR INTERVIEWING THE APPLICANTS WHO ARE ELIGIBLE TO SERVE AS A COUNCIL MEMBER. THE INTERVIEWS SHALL BE CONDUCTED INDIVIDUALLY IN EXECUTIVE SESSION, WHICH MAY BE HELD EITHER DURING OR AFTER A REGULARLY SCHEDULED MEETING OR WORK SESSION, OR A SPECIAL MEETING CALLED FOR THIS PURPOSE. SELECTION OF THE PREFERRED CANDIDATE SHALL BE MADE IN EXECUTIVE SESSION AND ANNOUNCED AT THE NEXT TOWN MEETING AND/OR BY OTHER SUITABLE MEANS OF PUBLIC OUTREACH, AS NEEDED.

(B) *SPECIAL ELECTION*. IN THE EVENT A VACANCY OCCURS ON THE TOWN COUNCIL AND THE REMAINING TERM OF THE VACANT SEAT ON THE TOWN COUNCIL IS MORE THAN ONE YEAR PRIOR TO THE NEXT GENERAL ELECTION, THE BOARD OF ELECTION SUPERVISORS SHALL CALL A SPECIAL ELECTION IN ACCORDANCE WITH TOWN CHARTER, SEC. 82-29 (SPECIAL ELECTIONS). THE SPECIAL ELECTION SHALL NOT BE HELD SOONER THAN 30 DAYS AND NOT LATER THAN 60 DAYS AFTER THE OCCURRENCE OF THE VACANCY. A PUBLIC NOTICE OF THE SPECIAL ELECTION SHALL BE GIVEN AS

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SOON AS FEASIBLE BY A SPECIAL MAILING AND/OR BY OTHER SUITABLE MEANS OF PUBLIC OUTREACH.

(C) IN THE EVENT A VACANCY OCCURS LESS THAN 60 DAYS PRIOR TO A GENERAL ELECTION, THE VACANT SEAT SHALL REMAIN OPEN AND BE SUBJECT TO THE GENERAL ELECTION. IF THE OPEN SEAT IS NOT SCHEDULED FOR ELECTION IN THE NEXT GENERAL ELECTION, IT SHALL BE ADDED TO THE BALLOT FOR THE REMAINING TERM. THE SUCCESSFUL CANDIDATE WITH THE LOWEST VOTE TOTALS SHALL FILL THE VACANT SEAT.

(D) APPOINTMENT WHEN *MULTIPLE TOWN COUNCIL VACANCIES*.

(1) IN THE EVENT A SECOND TOWN COUNCIL VACANCY OCCURS LESS THAN ONE YEAR PRIOR TO THE NEXT GENERAL ELECTION AND WITHIN THREE MONTHS OF THE FIRST VACANCY, THE TOWN COUNCIL MAY OFFER THE VACANT SEAT TO ANY OF THE OTHER APPLICANTS FOR THE FIRST VACANCY WITHOUT INITIATING A NEW ROUND OF PUBLIC SOLICITATION OF APPLICATIONS.

(2) IF MORE THAN ONE VACANCY OCCURS WITHIN FIVE (5) BUSINESS DAYS OF THE PUBLIC ANNOUNCEMENT OF AN INITIAL TOWN COUNCIL VACANCY, THE COUNCIL SHALL CALL A SPECIAL ELECTION, WHICH SHALL NOT BE HELD SOONER THAN 30 DAYS AND NOT LATER THAN 60 DAYS AFTER THE OCCURRENCE OF THE VACANCY, IN COMPLIANCE WITH TOWN CHARTER, § 82-29.

(E) ANY VACANCY IN THE OFFICE OF THE PRESIDENT SHALL BE FILLED BY THE FAVORABLE VOTES OF A MAJORITY OF THE MEMBERS OF THE COUNCIL. THE RESULTS OF ANY SUCH VOTES SHALL BE RECORDED IN THE MINUTES OF THE BOARD.

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Section 2. BE IT FURTHER RESOLVED that the Board finds that in addition to the other procedural charter adoption provisions found in State law, that it has held a public hearing and given at least 21-days' notice by posting the notice in a public place before adopting this resolution proposing to amend the municipal charter.

Section 3. BE IT FURTHER RESOLVED that this Charter Amendment Resolution is adopted on the aforementioned date, and that upon adoption by the Board of Commissions of The Town of Upper Marlboro, Maryland a complete and exact copy of this Charter Amendment Resolution shall be posted in the Town Office for a period of at least forty (40) days following the date of its adoption. Additionally, a fair summary of the proposed Amendment shall be published in a newspaper of general circulation in The Town of Upper Marlboro for no less than four (4) times at weekly intervals within the forty (40) days following the adoption of this Charter Amendment Resolution.

Section 4. BE IT FURTHER RESOLVED that the Amendment initiated in this Charter Amendment Resolution shall take effect and shall become and be considered the Charter of The Town of Upper Marlboro, upon the fiftieth day after being so ordained or passed unless on or before the fortieth day after being so adopted and passed a referendum petition meeting the requirements of State law shall be presented to the Board of Commissioners of The Town of Upper Marlboro, Maryland or mailed to it by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Section 5. BE IT FURTHER RESOLVED that when the Charter Amendment hereby initiated becomes effective, as provided herein, or following a referendum election, the Town

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Clerk shall send separately, by certified mail, return receipt requested, to the Department of Legislative Services within 10 days after the charter resolution becomes effective, the following information concerning the Charter Amendment: (i) the complete text of this Charter Amendment Resolution; (ii) the date of the referendum election, if any held with respect thereto; (iii) the number of votes cast for and against this Charter Amendment Resolution by the Board of Commissioners of The Town of Upper Marlboro, Maryland or a referendum election; and (iv) the effective date of the Charter Amendment.

Section 6. BE IT FURTHER RESOLVED that the Town Clerk of the Town of Upper Marlboro is specifically instructed to carry out the provisions of Sections 2, 3, 4 and 5 hereof, as evidence of compliance herewith, the Town Clerk shall cause to be affixed to this Charter Amendment Resolution and to the Minutes of the Board of Commissioners Meeting in which it is adopted (i) an appropriate certificate of publication of the newspaper in which the summary of the Charter Amendment Resolution shall have been published and (ii) return receipts of the mailing referred to in Section 5, and shall further complete and execute the Certificate of Effect attached hereto.

INTRODUCED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the ____ day of _____, 2025.

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PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the _____ day of _____, 2025

ATTEST:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Karen Lott, Commissioner

Charles Colbert, Commissioner

Derrick Brooks, Commissioner

Clayton Anderson, Town Administrator

Joseph Hourclé, Commissioner

CHARTER RESOLUTION CERTIFICATE

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I, _____, the duly appointed, and qualified Clerk to the Board of Commissioners of the Town of Upper Marlboro, a municipal corporation of the State of Maryland do hereby certify that (i) the attached copy of the Charter Amendment Resolution 01-2025 is true, correct and complete; (ii) Charter Amendment Resolution __-2025 was duly adopted by the Board of Commissioners of the Town of Upper Marlboro at a regular meeting held on the ____ day of _____, 2025; (iii) said meeting was duly convened and a quorum was present and acting throughout; (iv) Charter Amendment Resolution __-2025, after having been introduced and fully discussed, was duly adopted, by a majority of Commissioners elected to the body and voting in the affirmative; and (v) Charter Amendment Resolution __-2025 has not been subsequently amended, modified or repealed and remains in full force and effect as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Upper Marlboro this ____ day of _____, 2025.

(SEAL)

_____, Town Administrator
The Town of Upper Marlboro

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