



# Town of Upper Marlboro

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## MEMORANDUM

To: Board of Town Commissioners  
From: John Hoatson, Town Clerk  
Date: Monday, August 1, 2022  
Re: Minute Changes Town of Upper Marlboro

Commissioners,

As we move into FY 2023, The Town Clerk's office is working to streamline processes of daily job functions. One area that could use some improvement is recording of meeting minutes.

With the Board's approval the meeting minutes will be prepared in the following manner moving forward. I have prepared the minutes in the new way for your review. You will notice that it is much easier to review the minutes with this revised format.

### **Research:**

The Maryland Open Meetings Act states the following with regards to meeting minutes.

### **(Chapter 6 Meeting Documents)**

*Open Meetings Act Manual (10th ed., January 2021) 6-3 B. Meeting minutes – open and closed sessions Generally, “as soon as practicable after a public body meets, it shall have minutes of its session prepared.” § 3-306(b)(1). There are two exceptions to that rule. First, a public body need not prepare minutes for an open session if “live and archived video or audio streaming of the open session is available,” and, second, “the public body votes on legislation and the individual votes taken by each member of the public body who participates in the voting are posted promptly on the Internet.” § 3-306(b)(2).<sup>1</sup>*

It would be advantageous for the Town to follow the Maryland Open Meeting Act. The time it takes to prepare and type written minutes from meetings can be more effectively used in other areas and projects.

## **REVISED FORMAT:**

### **Regular Town Meetings: (See Sample Minutes Attached)**

Video of the Regular Town Meeting will be posted within 24 hours.

Town Clerk will record attendance (including guests and their affiliation) at the meeting and list each item of legislation voted on during the proceedings.

Town Clerk will record all motions made, the name of the motion maker and second as well as the outcome of the votes taken.

Town Clerk will also record the time of the vote in the video to make it easier to track for future reference.

### **Board Work Session:**

Video of the Board Work Session will be posted within 24 hours.

Town Clerk will record the attendance (including guests and their affiliation) at the meeting.

Town Clerk will also record any pertinent notes from the proceedings.

### **No Changes Needed To Town Policy:**

Resolution 2022-05: Rules of Order and Regulation For Public Meetings states the following with regards to minutes from meetings:

## ***ARTICLE 4. MINUTES & RECORD KEEPING***

### ***4.1 Minutes of Meetings.***

*Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, minutes shall not be available until approved by the Board in a regular meeting. Approved minutes are also posted on the Town's website. Minutes of closed sessions of the body held in accordance with applicable state law shall not be open to public inspection, shall be approved in closed session, and shall remain sealed until the body votes to disclose them which should be reviewed and decided on a periodic basis or as otherwise agreed upon by the Board.*

Resolution 2022-05 makes no reference to the term, “Written Minutes”. Board of Town Commissioners will still approve the minutes as prepared prior to being posted on the Town website.

Hopefully streamlining this process will make things in the Clerk’s office more efficient and allow for time to be dedicated on projects and essential items for the Town.

Any questions, please let me know.