

11 October 2019

Resolution No:	<u>2019-13</u>
Introduced by Town Council:	<u>xx/xx/2019</u>
Public Hearing:	<u>xx/xx/2019</u>
Enacted:	<u>xx/xx/2019</u>
Effective:	<u>xx/xx/2019</u>

RESOLUTION
GUIDELINES PROVIDING FOR PROPER GOVERNANCE OF WASHINGTON GROVE COMMITTEES

WHEREAS, the Town of Washington Grove and the Town Council greatly benefit from volunteer citizen Committees, which have evolved to play an active role in advising and assisting the Town Council, the Mayor, and the citizens of Washington Grove on various matters pertinent to the Town's well-being, and also in coordinating many events and volunteer activities of Town Residents that contribute to enjoyment of Town life;

WHEREAS, the Town Council has recognized a number of such Committees of volunteer Residents; has allocated funds authorized in the Town's annual budget and approved by the Council and Mayor for those Committees' activities; and receives and considers advice and recommendations from such Committees as to the use of such funds;

WHEREAS, Section XXI of the Washington Grove Charter grants the Town Council the power to pass ordinances and resolutions concerning the authority and responsibility of Committees;

WHEREAS, the Town Council wishes to promote the broadest interest and willingness of Residents to volunteer their energy and expertise to the benefit of the Town by participating on such Committees;

WHEREAS, the Town Council wishes to encourage inclusive membership, open discussion, fair process, and the effective functioning of each Committee; and

WHEREAS, to that end, the Mayor and Town Council believe it serves the best interests of the Town, its Residents, and the Committees, to establish certain expectations and best practices for the governance of such Committees;

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Washington Grove, Maryland that:

- A. Adoption of By-laws. Committees should draft and adopt by-laws setting forth a statement of the Committee purpose, and providing for the Committee's governance and operation.
- B. Operations of Committees. Committees should conduct their operations and activities with the objective of furthering the health and welfare of the Town, and encouraging volunteerism and participation by Town residents. Specifically, Committees should:
 1. hold open meetings (in public buildings, e.g., Town hall, in the homes of Town residents, or in other locations in or in the vicinity of the Town, so long as such locations are reasonably accessible to the public);
 2. provide advance notice of such meetings;

3. publish in advance agenda for such meetings; and
4. maintain and distribute draft and final meeting minutes.

- C. Membership. Committees may adopt eligibility criteria for membership that are tailored to encourage volunteerism and participation of residents/property owners, and to further the needs of the Committee. The Town Council recommends that Committees allow as members any resident or property owner who has attended, in the preceding twelve (12) months, either (i) at least two prior meetings of the Committee, or (ii) has attended at least one prior meeting of the Committee and has assisted with Committee activities as a volunteer. More stringent eligibility criteria should not be adopted absent a compelling justification.
- D. Voting. All Committee members ~~must~~ be permitted to vote for all purposes. Any proposed action ~~must~~ be adopted by a majority vote of members. The Town Council recommends that meetings be held in person, but presence by telephonic means may be accepted as attendance if permitted in Committee by-laws. Committees may adopt a by-law for voting through means other than at an in-person meeting (e.g., telephonically or by video, through email communications, by online surveys, etc.), but all such alternate means of voting should require a majority vote of members for adopting the proposed action. Records of vote totals (however conducted) should be reported in the minutes.
- E. Officers(s). Committees should encourage as many Town residents as are interested to participate in the leadership of Committees. Committees may choose one or more officers; provided, however, that the sitting Mayor and Town Councilors are not permitted to serve as officers. It is the expectation of the Town Council that officers be elected by a majority of Committee members, with such elections occurring at least every twelve (12) months. Committees are free to adopt term limits on officers, or to decide that officers may ~~be~~ serve multiple terms without limits, depending on the needs of the Committee.
- F. Town Council Liaisons. The Mayor will appoint a Councilor to serve as liaison between the Town Council and each recognized Committee. Ordinarily, liaisons ~~shall~~ not act as voting members or as officers; however, Committees are free to adopt a by-law permitting liaisons to vote (but not to serve as officers).

ADOPTED THIS _____ DAY OF _____, 2019.

TOWN OF WASHINGTON GROVE

Mayor

ATTEST:

Town Clerk

Date