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| Resolution No: | <u>2019-13</u> |
| Introduced by Town Council: | <u>08/12/2019</u> |
| Enacted: | <u>04/13/2020</u> |
| Effective: | <u>04/13/2020</u> |

RESOLUTION
GUIDELINES TO PROVIDE 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 and receives and considers advice and recommendations from such Committees as to the use of such funds;

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 recommended 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 Procedural Guidelines. 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. Committees should draft and adopt procedural guidelines setting forth a statement of the Committee purpose, and providing for the Committee's governance and operation.
- B. Meetings. Committees should adhere to the spirit of the Maryland Open Meetings Act by:
1. Holding open meetings in the Town hall, or other public locations in or in the vicinity of the Town, so long as such locations are accessible to the public;
 2. Providing town-wide advance notice of such meetings;
 3. Publishing in advance an agenda for such meetings;
 4. Approving and making publicly available draft and final meeting Minutes.

- C. Membership. Committees should adopt eligibility criteria for membership that are tailored to encourage volunteerism and the widest participation of town residents/property owners, while furthering the needs of the Committee. To this end, the Town Council recommends that membership on any Committee be as non-restrictive and as inclusive as possible.

- D. Voting. All Committee members should be eligible to vote for all purposes. The Town Council recommends that any proposed action should be preferentially adopted by consensus whenever possible. If consensus cannot be achieved, or if requested by any member to ensure transparency, a simple majority vote of members should be taken and recorded. The Town Council recommends that votes be taken in person, but attendance and voting by teleconference may be accepted if included in Committee procedural guidelines. Committees may adopt a procedure for voting through virtual means (e.g., teleconference or by video, through email communications, by online surveys, etc.). Such virtual means of voting should be adopted by a majority vote of members. Records of vote totals (however conducted) should be reported in the Minutes.

- E. Officers. Committees should encourage interested Town residents to participate in the leadership of Committee. Committees may choose one or more officers as needed for proper Committee function. It is strongly recommended that officers be elected by a majority vote of Committee members, and that elections occur at least every twelve (12) months. Committees may establish term limits for officers, or have no term limits depending on the needs of the Committee. To promote independence and the widest participation of residents in leadership roles in town, the Town Council strongly advocates that future elected officials not serve as Committee officers.

- F. Town Council Liaisons. The Mayor will appoint a Councilor as Council Liaison to serve as an impartial communication channel between the Town Council and the Committee. In general, Council Liaison will not be a voting Committee member, excepting should the Committee decide explicitly to permit the Liaison to vote.

It is the intention of the Town Council that the Town's volunteer Committees continue to advise and assist the town government in providing for the needs of Washington Grove. Adoption of these recommended guidelines will promote fair and transparent Committee operation, and encourage volunteerism for the future.

ADOPTED THIS _____ DAY OF _____, 2019.

TOWN OF WASHINGTON GROVE

Final 4/13/20

Mayor

ATTEST:

Town Clerk

Date