



Town of Upper Marlboro

TOWN COUNCIL SPECIAL MEETING / WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, February 10, 2026 at 7:00 PM

AGENDA

This meeting will be conducted in person.

Persons who are unable to attend the meeting may attend virtually via phone or the following Zoom Video Teleconference link: <https://uppermarlbormd-gov.zoom.us/j/83491262873> Persons who desire to speak during public comment shall sign-in with the Clerk.

SPECIAL TOWN MEETING AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - A. Black History Month Proclamation (Mayor Colbert)
 - B. Budget Amendment Introduction (Ordinance 2026-01)
6. **Adjournment**

WORK SESSION AGENDA:

7. **Call to Order**
8. **Roll Call**
9. **Business**
 - A. Meetings Regulations (Council Discussion)
 - B. Budget Calendar (Council Discussion)
 - C. Committee Recruitment and Staffing(Council Discussion)
 - D. PGCMA Dues & Membership (Council Discussion)
 - E. Events Calendar (Council Discussion)
10. **Administrative Updates**
11. **Preliminary Approval of Next Meeting Agenda**
12. **Adjournment**

**IN RECOGNITION OF BLACK HISTORY MONTH
MAYOR AND TOWN COUNCIL OF THE TOWN OF UPPER MARLBORO**

WHEREAS, the Town of Upper Marlboro recognizes Black History Month as a time to honor and celebrate the rich history, culture, achievements, and enduring contributions of African Americans to the social, economic, political, and cultural fabric of our community, state, and nation; and

WHEREAS, African Americans have played a vital role in shaping the history of Upper Marlboro, Prince George’s County, and the State of Maryland through leadership, service, resilience, innovation, and advocacy for justice and equality; and

WHEREAS, Black History Month provides an opportunity to reflect on the struggles and triumphs of African Americans, to acknowledge the legacy of those who paved the way for progress, and to inspire future generations to continue advancing equity, opportunity, and civic engagement; and

WHEREAS, the Town of Upper Marlboro is committed to fostering an inclusive and welcoming community that values diversity, promotes mutual respect, and ensures that the voices and experiences of all residents are recognized and celebrated; and

WHEREAS, the Town takes pride in its continued progress and the leadership of its elected officials in supporting diversity, inclusion, and community engagement;

NOW, THEREFORE, BE IT PROCLAIMED, that I, Mayor Colbert, Mayor of the Town of Upper Marlboro, do hereby proclaim the month of February as Black History Month in the Town of Upper Marlboro, and encourage all residents to observe this month by learning about, honoring, and celebrating the profound contributions of African Americans to our community and our nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Upper Marlboro to be affixed this 10th day of February, 2026.

ATTEST:

Charles Colbert, Mayor

Derrick Brooks, Vice Mayor

**THE COUNCIL FOR THE
TOWN OF UPPER MARLBORO**

ORDINANCE: 2026-01
SESSION: Special Town Meeting
INTRODUCED: February 10, 2026
DATE ENACTED: February ____, 2026

**AN ORDINANCE OF THE COUNCIL OF THE TOWN OF UPPER MARLBORO
AMENDING THE TOWN’S FISCAL YEAR 2026 BUDGET AS ADOPTED IN ORDINANCE
2025-03 AND AMENDED BY 2025-04 TO INCREASE REVENUE BY ADDING A \$250,000
ALLOCATION FROM PRINCE GEORGE’S COUNTY AND AN UNASSIGNED FUND
BALANCE OF \$317,983 AND TO INCREASE EXPENSES IN GENERAL GOVERNMENT,
PUBLIC WORKS AND PUBLIC SAFETY AND TO ADD THE EXPENDITURE OF THE
PRINCE GEORGE’S COUNTY ALLOCATION AND REFLECT A CAPITAL IMPROVEMENT
BUDGET**

WHEREAS, the Town of Upper Marlboro (the “Town”) is a municipal corporation of the State of Maryland expressly authorized by Maryland Code Annotated, Local Government (“LG”) Art., § 5-205(b)(1) to expend any municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

WHEREAS, pursuant to Md. Code Ann., LG Article, Section 5-205(b)(4), a municipality may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

WHEREAS, the Charter of the Town of Upper Marlboro (the “Town Charter”), Section 82-41 prescribes that the budget shall be adopted in the form of an ordinance, and that a favorable vote of at least a majority of the total elected membership of the Council shall be necessary for adoption; and

WHEREAS, the Town Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Council held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

WHEREAS, Town Charter, Section 82-11 further states that in the case of an emergency, the provision that an ordinance may not be passed at the meeting at which it is introduced may be suspended by unanimous vote of the Town Council; and

WHEREAS, said Section 82-11 further mandates that each ordinance shall be posted in the Town office, and each ordinance or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town; and

WHEREAS, the Town Charter, Section 82-42 prescribes that no public money may be expended without having been appropriated by the Council, and that from the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein; and

WHEREAS, the Town Charter, Section 82-43 prescribes that any transfer of funds between major appropriations for different purposes by the Town Manager must be approved by the Council before becoming effective; and

WHEREAS, the Town Charter, Section 82-44 proscribes any expenditure or contracts to expend money or to incur any monetary liability in excess of the amounts appropriated for or transferred to a particular general classification of expenditure in the budget, and

WHEREAS, the Council of the Town of Upper Marlboro approved the FY26 Budget via Ordinance No. 2025-03, which in Section 4 thereof states that all budget amendments transferring monies between general classifications of expenditures or appropriations as reflected in the budget ordinance shall be submitted to the Council for approval, from time to time, by ordinance; and

WHEREAS, the Council amended the Town's Fiscal Year 26 budget through the adoption of Ordinance No. 2025-04; and

WHEREAS, the Council finds that it is necessary to further amend the Towns FY26 Budget adopted via Ordinance No. 2025-03, as it was amended by Ordinance No. 2025-04, by allocating and appropriating funds for the following reasons: to address current service needs, fund unexpected expenditures, fund underfunded services, and capitalize on new revenue sources; and

WHEREAS, the Council finds that it is necessary to amend Ordinance No. 2025-03, as amended by Ordinance No. 2025-04, by reallocating Town funds and limiting expenditures in several Town Departments.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE TOWN OF UPPER MARLBORO, MARYLAND, AS FOLLOWS:

Section 1. The Fiscal Year 2026 Budget adopted via Ordinance 2025-03, and amended by Ordinance No. 2025-04 as restated in the center column below, and as divided into the following indicated major anticipated revenue funds or having the estimated amounts at the time of the tax levy as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>REVENUE SOURCE</u>	<u>ADOPTED FY 26 BUDGET AMOUNT</u>	<u>AMENDED FY26 BUDGET AMOUNT</u>
Taxes	\$1,630,050.00	\$1,630,050.00
Fines, License and Permits	\$1,249,900.00	\$1,249,900.00
Intergovernmental	\$86,322.00	\$86,322.00
Miscellaneous Revenue	\$177,061.00	\$177,061.00
Grants	\$595,000.00	\$595,000.00
PGCO Econ Dev		\$250,000.00
Unassigned Fund Balance		\$317,983.00
Total Revenues:	\$3,738,333.00	\$4,306,316.00

Section 2. The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY 2026 Budget Ordinance, 2025-03 and amended by 2025-04, as amended by this FY 2026 Amendatory Budget Ordinance 2026-01 shall equal or exceed the total of the proposed expenditures within the following general classification of expenditure or major appropriations having the amounts as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>EXPENDITURES</u>	<u>FY26 ADOPTED BUDGET AMOUNT</u>	<u>FY 26 AMENDED BUDGET AMOUNT</u>
General Government	\$723,650.00	\$799,478.00
Public Safety	\$1,427,100.00	\$1,594,428.00
Public Works	\$816,380.00	\$891,207.00
Capital Improvement	\$751,203.00	\$751,203.00
PGCO Econ Dev	0	\$250,000.00
BJAG Police Grant	\$20,000.00	\$20,000.00
Total Expenditure	\$3,738,333.00	\$4,306,316.00

AND BE IT FURTHER ENACTED AND ORDAINED by the Council of the Town of Upper Marlboro, Maryland that, except for the revenue and expenditure amounts provided hereinabove in Sections 1 and 2 as amendments, the remaining provisions of the FY 2026 Budget Ordinance 2025-03, as amended by Ordinance 2025-04, shall remain in full force and effect as if written word for word within this Ordinance and readopted herein.

AND BE IT FURTHER ENACTED AND ORDAINED by the Council of the Town of Upper Marlboro, Maryland that the tax levy for Fiscal Year 2026 for the Town of Upper Marlboro and all other taxes, liens, and/or fees prescribed therein shall remain as previously approved and adopted in the FY 2026 Budget Ordinance 2025-03 as amended by Ordinance 2025-04.

AND BE IT FURTHER ENACTED AND ORDAINED by the Council of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter this Ordinance shall be posted in the Town office and this FY 2026 Amendatory Budget Ordinance 2026-01 or a fair summary thereof, shall be published once in a newspaper of general circulation in the Town.

AYES: NAYES: ABSENT:

INTRODUCED in a public session of the Council on this 10th day of February 2026.

ORDAINED, APPROVED AND finally passed by the Council of the Town of Upper Marlboro, Maryland on this _____ day of February 2026.

THE COUNCIL OF THE TOWN OF UPPER
MARLBORO

Charles Colbert, Mayor

Derrick Brooks, Vice Mayor

Sarah Franklin, Councilmember

Karen Lott, Councilmember

Joseph Hourcle, Councilmember

Attest:

Telaya Bush, Town Clerk

**A RESOLUTION
OF THE COUNCIL OF THE TOWN OF UPPER MARLBORO
ADOPTING NEW RULES OF ORDER AND REGULATIONS FOR
PUBLIC MEETINGS**

WHEREAS, the Council of the Town of Upper Marlboro (the "Council") must meet as required by the Charter of the Town of Upper Marlboro ("Town Charter"), § 82-6 "Meetings of the Council," and at such other times as may be required in the Town Charter and Town Code; and

WHEREAS, when the Council meets, it is required to comply with Maryland Annotated Code, General Provisions, Title 3 "Open Meetings Act," Subtitle 3 "Open Meetings Requirements," and Town Charter, § 82-6 (Meetings of the Council), Town Charter, § 82-8 (Quorum) and Town Charter, § 82-9 (Procedure of Council), as well as other applicable provisions of the Town Charter and Town Code; and

WHEREAS, pursuant to Town Charter, § 82-9, the Council shall determine its own rules of order of business, which rules must comply with State law, the Town Charter and Town Code; and

WHEREAS, pursuant to this authority, the Council desires to repeal the rules for the conduct of its meetings as adopted in Resolution No. 2022-05 and to adopt the rules and order of business set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Upper Marlboro hereby approves and adopts the following rules and order of business for the conduct of its meetings:

ARTICLE 1. AUTHORITY, APPLICABILITY, & AMENDMENT

1.1 Authority

Section 82-9 of the Charter of the Town of Upper Marlboro grants the Council of the Town of Upper Marlboro the right to determine its own rules of procedure and order of business. These rules are adopted pursuant to this authority.

1.2 Applicability; Robert's Rules

The rules of procedure adopted by the Council are applicable to Town Council meetings. Should these rules be silent on or inapplicable to a matter of procedure, then the latest edition of Robert's Rules shall control the matter if addressed therein.

1.3 Amendment

These rules may be amended, or new rules adopted, by a majority vote of the members of the Council present.

1.4 Recession and Suspension of Rules

These rules of procedures may be suspended by a majority vote of the members of the Council present.

ARTICLE 2. GENERAL RULES OF PROCEDURES & POLICES

2.1 Meetings

- A. A meeting occurs when a quorum of the Council convenes to consider or transact public business. However, no ordinance shall be approved, nor any other action taken, without the favorable vote of a majority of the whole number of members elected to the Council.
- B. All meetings of the Council shall be governed by the Maryland Open Meetings Act (Maryland Code Ann., General Provisions, Title 3) and shall ordinarily be open to the public. The Act provides that the public has the right to attend and observe open meetings of the Council, but not the right to speak unless the Town Charter or meeting rules provide otherwise. Town Charter § 82-6 provides that the residents of the town shall have a reasonable opportunity to be heard at any regular meeting. Notices of Council meetings shall be posted as provided under the Maryland Open Meetings Act. Nothing in this section precludes the Council from meeting in closed session as authorized in the Maryland Open Meetings Act. A closed session under the Maryland Open Meetings Act is sometimes referred to as an executive session. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.
- C. The Council shall meet in accordance with the provisions of Town Charter, § 82-6 “Meetings of the Council.” The monthly meeting required by the Town Charter, § 82-6 shall be on the fourth Tuesday of each month, unless the fourth Tuesday is a holiday or there is another conflict that prevents a quorum of the Council from meeting on the fourth Tuesday, in which case Council shall reschedule the meeting for a date on which a quorum of the Council can attend.
- D. Work sessions. A work session of the Council is a public meeting for the in-depth review, study, and discussion of Town business, policies, or issues that may come before the Council, allowing council members to ask questions, obtain staff presentations, and prepare for official decisions. Although work sessions are generally open meetings that the public may attend and observe, participation of the public at a work session is at the discretion of the Council. The Council may call and hold work sessions as it deems necessary. The formal adoption or passage of ordinances, resolutions, charter amendments, annexation resolutions, budget amendments, should not be done at a work session, unless the Rules are suspended for such purpose. Notice that formal action may occur at a work session should be noted on the agenda for the meeting. In lieu of scheduling a separate work session to discuss an issue, the issue may be placed under new business on an agenda for a regular monthly meeting.

- E. Special meetings. Should an item of Town business require action before the next monthly meeting of the Council, the Council may call a special meeting. A special meeting may be called at the request of the Mayor or a majority of the members of Council. The Town shall provide at least three days' advance notice of a special meeting.
- F. Emergency meetings are a type of special meeting. In the case of urgent public necessity or unexpected circumstances that require immediate consideration, the Council may call an emergency meeting as set forth hereinabove. The reason for the emergency meeting shall be included in the notice of the meeting. An emergency meeting may be called upon giving a minimum of two hours' advance notice of the meeting to each councilmember, by posting notice thereof on the Town website and at Town Hall and providing a copy of the notice to the media who regularly cover Town meetings and events, if any. Notwithstanding any other provision of these Rules, the Council may take appropriate action, including introducing and adopting an emergency ordinance, at an emergency meeting.
- G. Closed Sessions. The Council may close a meeting to the public in accordance with the provisions of the Maryland Open Meetings Act, § 3-305 "Closed Session." Notice of Closed Sessions shall be given as required by law. Additionally, the Council may meet in closed session to perform an administrative function such as to discuss the implementation of existing law, policy or pre-decisional administrative matters, and may not delve into policy or legislative or administrative rule making. A closed session under the Maryland Open Meetings Act is sometimes referred to as an executive session. You can refer to a closed session as a closed/executive session.

2.2 Recessed Meetings

A meeting that is recessed shall be recessed to a date, time and location approved by motion of the Council.

2.3 Informational Meetings

The Council may hold informational meetings to present information to, and obtain feedback from, residents of the Town. The Council will determine the rules governing presentations at such meetings.

2.4 Public Hearings

This section is only used when a statutorily required public hearing is part of the order of business. The Presiding Officer, as that term is defined hereinafter, shall open the public hearing and request staff comments. The Presiding Officer shall then receive public input in the following order: proponents, then opponents. While the public hearing is open, the Council Members may ask questions of the speakers. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of public comments and determining that Council members do not have any further questions, the Presiding Officer

may close the public hearing. The Council then may deliberate or act on the matter at hand upon the closing of the public hearing.

2.5 Roll Call and Attendance

- A. Before the Council proceeds with the business before it, the Town Clerk shall conduct a roll-call and declare whether there is a quorum present. The Town Clerk shall note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- B. Except when participating by telephone or video conference (with cameras on), members must be physically present at Council meetings. Proxy or absentee voting is not permitted. Participation by telephone or video conference is permitted provided the option to do so is properly advertised in the notice of the meeting.

2.6 Quorum

- A. A quorum of the Council shall be required to conduct business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by Town legislation.
- B. Unless otherwise required by law or the Town Charter or Code, the affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, or approve any other action taken except that a vote to adjourn, or decide a procedural matter, or regarding the attendance of absent members, may be adopted by a majority of the members present.
- C. If a meeting is conducted virtually or is an in-person meeting at which virtual attendance is permitted, a quorum of the Council shall be maintained at all times. Those who participate in a Council meeting virtually, shall have their video on with their faces visible to the public at all times.

2.7 Loss of a Quorum

- A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Presiding Officer, as defined in Sec. 2.14, shall declare the meeting recessed until a quorum is reestablished. All Council members have a duty to attend all meetings of the Council unless there is good cause to be absent.
- B. Upon re-establishment of the quorum, the Council shall resume consideration of the matter before it at the time of the recess.
- C. If, in the opinion of the Presiding Officer, as defined in Sec. 2.14, a quorum cannot be obtained within a reasonable period of time; the Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.
- D. At that next meeting, after taking up the usual preliminary matters, the Council shall resume its consideration of the matter that was before it when it previously adjourned.

This shall not prevent any Council member from moving to table (i.e. to temporarily set aside a pending motion to deal with something more urgent, without setting a specific time to return to it), defer (a more general term for delaying a decision, often used to mean putting off a decision until a condition is met), postpone (to delay a vote on an item until a specific future time or meeting, usually to allow for more information gathering)¹, or make any other appropriate motion with respect to any pending matter.

2.8 Conflict of Interest

- A. A Council Member prevented from voting by a conflict of interest shall file a conflict-of interest statement with the Town Clerk as soon as possible after the posting of an agenda that contains a conflict unless a prior conflict of interest statement has already been filed with the Town Clerk.
- B. A Council Member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, and shall not attend Closed Sessions regarding the matter. Definitions and examples of conflicts or potential conflicts of interest may be found in Town Code, Chapter 2 "Administration," Article III "Officers and Employees," Division 2 "Public Ethics" , as amended.

2.9 Presiding Officer

¹ Summary of Key Differences

Feature	Table (Lay on Table)	Postpone (to a Time)	Defer
Goal	Immediate, urgent switch	Intentional delay for review	Delay until condition met
When to return?	No specific time set	Specific time/meeting	Future time/condition
Debatable?	No	Yes	Yes
Return Method	Needs "Take from Table"	Automatic (Unfinished Biz)	Often needs new agenda item
Primary Use	Emergency/Urgency	Preparation/Information	Delay for further study

The Mayor shall serve as the Presiding Officer for all meetings of the Council. In the absence of the Mayor, the Vice-Mayor shall serve as the Presiding Officer. In the absence of the Vice-Mayor, the clerk to the Council shall call the meeting to order if a quorum of the Council is present and the first order of business shall be for the Council to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

2.10 Place of Meeting

All meetings of the Council, unless otherwise determined, shall be held at the Town of Upper Marlboro Town Hall, in the meeting/conference room. In addition to the customary forms of notification, notice of a change in the meeting place shall be prominently posted on the doors of Town Hall .

2.11 Notice of the Meeting

Written notice of all public meetings of the Council shall be posted at Town Hall and posted on the Town's website and social media outlets, if any. The notice shall show the date, time, place and topic(s) of such meetings and shall include a proposed agenda if one is available at the time the notice is posted, and, if applicable, a notice that portions of the meeting may be closed.

2.12 Conduct of Meetings

Council Members shall be recognized by the Presiding Officer before speaking. At each regular Town meeting, councilmembers will be granted five minutes to address each business item with comments or questions. Councilmembers may yield to another councilmember or reserve any unused time which will otherwise expire once the next business item is introduced. Other people at the meeting of the Council may speak when called upon or invited to do so by the Presiding Officer.

2.13 Dissents and Protests

Every Council Member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Council and have the reason therefore entered into the minutes. Such dissent or protest may be filed in writing, if expressed in a respectful manner, and presented to the Clerk no later than the next regular meeting following the date of passage of the ordinance or other legislation.

2.14 Courtesy, Decorum, Conduct and Order

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Presiding Officer, as hereinafter defined, and members of the Council to maintain an atmosphere of courtesy and decorum. The Presiding Officer should always ensure that debate and discussion focus on the

item and the policy in question. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings:

- A. Before a Council member, staff member or an audience member may speak, they must first be recognized by the Presiding Officer. Upon recognition, the person requesting to speak shall hold the floor, shall state their name and address and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes or as determined by the Presiding Officer. The Presiding Officer may bar people making inappropriate, disrespectful and/or, personal attacks, overly redundant, misleading, or slanderous remarks from further comments before the Council during the meeting. Audience members who wish to speak during a meeting must first sign up on the sign-in sheet and submit it to the Town Clerk. The Presiding Officer has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, misleading, or slanderous. The Maryland Open Meetings Act allows for the Presiding Officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session.
- B. If a person fails to request to speak before speaking, the Mayor shall rule them "out of order" and remind them that they do not have the floor. While the Council is in session, all members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Council meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any other person while speaking or refusing to obey the orders of the Presiding Officer. Members of the Council should not leave their seats during a meeting without first making a motion to recess.
- C. Every person desiring to speak at a Council meeting shall address the entire body and hall, not single out a member of the Council, the audience, or a staff member, and shall confine their comments to the items on the agenda, avoiding all personal attacks and indecorous language.
- D. If a council member believes the discussion has strayed from the agenda, the councilmember may make a motion to return to the agenda ("call for orders of the day"). The motion does not require a vote. If the Presiding Officer discovers that the discussion has strayed from the agenda, he or she shall simply return to the business of the day.
- E. A member indulging in any language or conduct unbecoming a Council Member shall be called to order by the Presiding Officer, and, in such case, the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Council may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Council rules. A member of the staff or the public can likewise be expelled by order of the Presiding Officer subject to review by the Council. The Presiding Officer may be expelled if a motion is made by a Council Member and

approved unanimously by the Council. The Presiding Officer to continue the meeting shall be determined in accordance with Section 2.14 above.

- F. Members shall not raise any personnel matters, especially those pertaining to alleged improper performance or conduct of any Town employee(s) or Council appointee(s), at a public open meeting. Any concerns about conduct or performance of any Town employee(s) or appointee(s) shall be brought to the attention of the Town Manager. Concerns about the conduct or performance of the Town Manager shall be brought to the attention of the Mayor.
- G. Demonstration or Disorder Amongst Bystanders - If any confusion, demonstration or disorder arises during a Council meeting, the Presiding Officer may, upon his or her initiative or upon the request of any member, enforce order. The offending person(s) may be ejected from the meeting. If any member of the Council shall object to the ruling of the Presiding Officer, such member shall have the right to appeal to the body.
- H. Members of Staff - The Town Manager and Town Clerk shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.
- I. Members of the public may speak for three (3) minutes, during Public Comment Period, at Regular Town meetings of the Council according to procedures established by the herein.
 - 1. A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they are signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
 - 2. Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3) minutes unless another limit is established.
 - 3. If the subject matter does not pertain to Town business, the Presiding Officer shall so advise the individual and/or make a recommendation as to how the issue may be addressed.
 - 4. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
 - 5. Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
 - 6. The Council may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.

7. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited, and violators may be removed from the meeting.
8. No placards, banners or signs may be displayed at Council meetings or Town Hall. Exhibits relating to a presentation are acceptable.
9. Arguing, intimidation or other disruptive behavior is prohibited.

2.15 Council May Discipline its Own Members

- A. In the event a Council member violates a provision of the Town Charter, the Town Code, these rules or any other law or regulation of the Town or acts in a manner that causes embarrassment or disgrace to the Town of Upper Marlboro, the Town Council by majority vote of its members may discipline the offending member.
- B. Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Council or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the body may proceed in his or her absence.
- C. The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:
 1. No Action. The Council chooses to take no action.
 2. Private Censure: The Council may choose to privately censure the offending member, leaving their individual or collective comments to the offending member left in the confines of the closed session.
 3. Public Censure: The Council may choose to publicly censure the offending member through a written or oral resolution passed by majority vote and entered into the public record. The public censure may include a separate written letter of censure that will be a public record and placed in the member's personnel record along with any formal resolution.
- D. Town elected officials alleged or found to be in violation of the Town's Public Ethics Ordinance may, in addition to or in lieu of receiving a censure under these rules, be further subject to the enforcement procedures and penalties of the ethics ordinance.

2.16 Motions: When Reduced to Writing

Any member of the Council may call for a motion that has been made and seconded to be written down and read by the Town Clerk before debate.

2.17 Other Procedural Motions

- A. Motion to Adjourn: This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.

- B. Motion to Recess: This motion, if passed, requires the body to immediately take a recess. Normally the Presiding Officer will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
- C. Motion to Table: This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda item to be placed on hold. The motion may or may not contain a specific date and time to bring the item up again. If no date and time is specified, the item shall be placed on the agenda at the following Town Council meeting.
- D. Motion to Remove from the Table: This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the body can take action on an item that was tabled.
- E. Withdraw a Motion: During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.
- F. Motion to Postpone: Delays consideration of a pending motion until a specified later time or meeting. The original or main motion is set aside and becomes an order of business at a specified time or its postponed indefinitely. Typically the reason for this motion is to obtain additional information to be better prepared to discuss an issue.
- G. Motion to Defer: This motion if passed, would delay a matter to a future time until a condition established by the Council is met (study session, research)

2.18 Rules of Discussion of Pending Questions

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the staff member who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

ARTICLE 3. VOTING

3.1 Voting Rules

- A. When a question is put before the Council for a vote, every Council member present shall vote either in the affirmative or negative or abstain.
- B. Except when determined by the body to vote using another method, all voting shall be made by voice vote. All votes will be taken by a "roll call" by the Town Clerk and shall be stated as a "yea" or "nay." A record of the "yeas" and "nays" shall be entered upon the minutes of the proceedings of the Council.
- C. Prior to a Council vote, the Mayor shall call each Council Member's name to check with each one individually if they have any comments, questions, or concerns, prior to the vote.

3.2 Voting - Abstention

- A. A member shall abstain from voting upon any matter on which the member is disqualified due to a conflict of interest or participate in any quasi-judicial action regarding which the member is biased.
- B. A member shall openly state an abstention due to a conflict of interest or bias.
- C. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
- D. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.
- E. A member who is disqualified by a conflict of interest in any matter, in accordance with Sec. 2.13 hereof shall not remain on the dais during the discussion and shall not vote on that matter.

3.3 Tie Votes in Filling Vacancy

In the case of a vacancy under Section 82-32 of the Town Charter in the office of Mayor . and the remaining elected members of the Board cannot agree on a successor to temporarily fill the office of Mayor, then the Council member who received the highest number of votes in the last two general elections shall become the Interim Mayor until the vacancy can be filled by a special election.

ARTICLE 4. MINUTES & RECORD KEEPING

4.1 Minutes of Meetings

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions that have been approved by the Council at a regular meeting shall be made available to the Public by the Town Clerk. Approved minutes shall also be 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.

4.2 Record of Meetings

The Town Clerk or designee shall be responsible for minutes of each Regular or Special Meeting and Work Session of the Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

- A. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
- B. Copies of resolutions, new or revised ordinances or other actions approved by the Town Council.

- C. All ordinances, charter amendment resolutions, and annexation resolutions shall have their titles and sequential numbers read into the record.

ARTICLE 5. SUSPENSION & AMENDMENT OF RULES

5.1 Suspension of Rules

Any provisions of these rules not governed or controlled by state law, or the Town Charter or ordinances, may be temporarily suspended by a majority vote of all elected members of the Town Council and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Town Council and shall have received preliminary approval of the Town Council at such meeting.

5.2 Enforcement of Rules and Procedures

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the Mayor under his or her own action, or upon a motion to enforce by any Council member.

- A. Warning: The Mayor or Presiding Officer may order any person (Council member, staff member, or audience member) in violation of these rules to be silent.
- B. Removal: If, after receiving a warning from the Mayor or Presiding Officer, the person continues to disturb the good order of the meeting, the Mayor or Presiding Officer may order the person to leave the meeting. If the person does not leave the room, the Mayor may have the individual removed by the Police.
- C. Motion to Enforce: Any Council member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the body shall require the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable. Failure of the Mayor to comply will result in a new Presiding Officer taking over the meeting (as set forth in Sec. 2.9 hereof) and directing staff to have the Mayor removed from the meeting.

ARTICLE 6. THE AGENDA

6.1 Agenda

- A. The agenda shall outline the established order of business.
- B. The Mayor shall include on the agenda any item at the request of any member of the Council, provided that the member shall have furnished to the Town Clerk a description of the item in time for inclusion with the printed agenda within 3-5 business days prior to the meeting.
- C. The Friday before each regular meeting, the Town Clerk shall provide each member of the Council a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.

- D. Under Section 3-302(c) of the Maryland Open Meetings Act found in the General Provisions Article of the Maryland Code, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted upon at the meeting. The Maryland Open Meetings Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.
- E. Copies of the agenda shall be posted on the Town website and at Town Hall at least one business day prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Council meeting or earlier upon request, as available.
- F. All meeting agendas and amendments to the agenda shall be approved by the Town Council at the beginning of the meeting. Items on the agenda can be reordered by the Council during the scheduled meeting.
- G. Items of routine business that generally require no discussion by the body may be placed on the Consent Agenda of a Regular Meeting. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items.
- H. Agendas for Regular Meetings and Work Sessions shall be published at least 3-5 days prior to the meeting. Agendas for special or emergency meetings may be published as far in advance as reasonably practicable.

6.2 Order of Business

The Town Council shall observe the following order of business at Town regular or special meetings subject to amendment at the subject meeting:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of the Agenda
5. Approval of Minutes/Financial Reports
6. Staff Reports
7. Committee Reports
8. Council member Reports
9. Approval of the Consent Agenda
10. Business Items
11. Administrative Updates
12. Public Comment
13. Adjournment

ARTICLE 7. WORK SESSION POLICIES & PROCEDURES

7.1 Agenda

Only a limited number of matters shall be considered by the Council during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

7.2 Documents and Exhibits to be Presented

When possible, staff shall make available to the Council all documents, proposed legislation, policies, contracts, exhibits, maps, plans, architectural drawings, specifications, correspondence, or other similar documents no later than the close of business on the fourth day prior to the meeting.

7.3 Technical or Legal Questions

All questions of a technical or legal nature, which require a detailed explanation for understanding, may be considered in a work session. The Council Members may, through the Mayor, request the attendance of such staff members, the Town Attorney or outside experts as may be required to answer such questions. A work session or portion thereof, like any other public meeting, may be closed to confer with legal counsel, staff or other experts as permitted by the Maryland Open Meetings Act.

7.4 Voting

Voting in a Work Session shall not be permitted except in the case that:

- A. The matter is on a topic considered "Old Business."
- B. The voting on the matter is necessary due to a deadline before the next regular meeting.
- C. The matter does not concern the completion of a contract.
- D. The matter does not concern an expense greater than \$5,000.
- E. The fact of the vote must be advertised for as long as practical and for a minimum of 24 hours in advance of the Work Session.
- F. The matter will be moved to the first order of business on the Agenda.
- G. Public Comment must be allowed in accordance with Section 2.9 (J).

7.5 Audience Comments or Questions

Audience comments or questions will not be considered at a work session. Unless permitted by the Presiding Officer or unless the Council will be voting on an issue in compliance with section 7.4 above.

ARTICLE 8. GENERAL COUNCIL MEMBER REQUESTS

8.1 Council Member Requests

Council Member requests that deal with policy issues and Council Member requests that may be construed as direction or orders to staff shall be directed to the Town Manager or their designee, except for general inquiries or questions involving constituent services, in which case the Council Members may go to the Department Head.

8.2 Council Member Requests for Funding

Council Member requests requiring funding must go through the Mayor and the Town Manager. The Mayor and the Town Manager shall respond in a timely manner.

8.3 Use of Staff Resources

A request for the use of staff time, other than standard requests for information from department heads, by a Council Member must be made through the Town Manager unless already approved by the Council.

ARTICLE 9. PUBLIC STATEMENTS BY COUNCIL MEMBERS

9.1 Representation or position by the Council or the Mayor

When the individual Council members give a public statement in their elected capacity on an issue affecting the Town, the Council member shall first identify the adopted position of the Town Council with respect to that subject, if any. Thereafter, the elected official may provide a statement of opinion or comment (including a minority or opposing viewpoint), provided the Council member expressly acknowledges that such statements do not represent the position of the Town.

Attest :

THE COUNCIL OF THE TOWN OF
MARLBORO, MARYLAND

Telaya Bush, Town Clerk

Charles Colbert, Mayor

The Town of Upper Marlboro

RESOLUTION: 2026-01
SESSION: Special Town Meeting
DATED: February 24, 2026

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF UPPER MARLBORO,
ESTABLISHING A BUDGET CALENDAR FOR THE FISCAL YEAR 2027 BUDGET
PROCESS**

WHEREAS, § 82-40 of the Charter of the Town of Upper Marlboro provides that the Town Manager of the Town of Upper Marlboro (the "Town Council" or the "Council"), on such date as the Council shall determine, but at least thirty days before the beginning of any fiscal year, shall submit a budget to the Council. The Budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The budget shall be a public record in the office of the Town Manager, open to public inspection during normal business hours; and

WHEREAS, the Town Council must adopt a budget for the Town of Upper Marlboro that includes revenues and expenditures for Fiscal Year 2027, beginning July 1, 2026, and ending June 30, 2027; and

WHEREAS, the deadline for the Town Council to adopt a Town Budget for Fiscal Year 2027 is June 30, 2026; and

WHEREAS, it is necessary to inform the public about the proposed budget, conduct a public hearing on the proposed budget, and allow for citizen review and comment on the proposed budget before final adoption of the budget ordinance; and

WHEREAS, the Town Council must also take into consideration the constant yield tax rates ("CYTR") for the classes of real property in the Town, and depending on tax rate proposed the Council may have to provide notice and a special hearing under the CYTR law prior to levying a tax rate; and

WHEREAS, the Town Council desires to establish a budget calendar for the Fiscal Year 2027, budget preparation, and adoption processes.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF UPPER MARLBORO, that the following calendar is hereby adopted for the preparation and adoption of the Town of Upper Marlboro Budget for Fiscal Year (" FY") 2027:

Date	Meeting Type	Topic
Tues. Feb. 10 th	Special Meeting/ Work Session	Preliminary Budget Calendar Discussion/Resolution 2026-01
Wed. Feb. 11 th – Wed. Feb. 25 th		Virtual budget survey
Tues. Feb. 17 th	Extra Budget Work Session	Community input/ Council Priorities and Goals
Sat. Feb 28 st	Listening Session/ Community Engagement	Listening Session 10:00 AM until 11:00 AM Council Priorities & Goal Setting
Tues. Mar. 10 th	Council Work Session	Anticipated Revenue, Expenses, Tax Rates
Tues. Mar 17 th	Extra Budget Work Session	Anticipated Revenue, Expenses, Tax Rates, CIP discussion
Tues. Mar 24 th	Regular Town Meeting	Public Comment- Proposed Town Tax Rates Schedule CYTR Hearing, if applicable.
Tues Apr.14 th	Work Session	Draft Budget Ordinance Discussion and Budget Book
Tues. Apr.28 th	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues. May 12 th	Special Town Meeting/Work Session	Approval of Budget Ordinance & Budget Book (TBD)
Tues. May 26 th	Regular Town Meeting	Approval of Budget Ordinance & Budget Book (if needed)
Wed. July 1 st	N/A	FY 2027 Budget Effective

***Public Comment Period will be provided at each meeting regarding the FY 2027 Budget.

PASSED by the Town Council of the Town of Upper Marlboro, Maryland sitting in a Regular meeting the 24th day of February 2026.

Attest:

Telaya Bush, Town Clerk

Charles Colbert, Mayor

Date:

Charles Colbert
Mayor

Derrick Brooks
Vice Mayor

Sarah Franklin
Councilmember

Karen Lott
Councilmember

Joseph Hourcle
Councilmember



Section 9, Item C.

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!

Section 9, Item C.

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
Strike :Indicate matter to be deleted from original draft
ORDINANCE 2022-08: AUTHORIZING TOWN COMMITTEES

**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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Page 2 of 6

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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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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ORDINANCE 2022-08: AUTHORIZING TOWN COMMITTEES Page 5 of 6

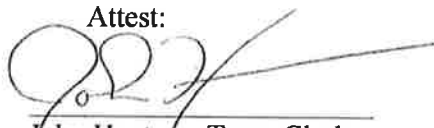
for the body or committee. Such a perception should be avoided. A MEMBER WHO CREATES THIS PERCEPTION MAY HAVE THEIR ACCESS REMOVED FROM TOWN AND COMMITTEE ACCOUNTS AND MAY BE REMOVED FROM THE COMMITTEE BY THE APPOINTING AUTHORITY.

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.

THE TOWN OF UPPER MARLBORO,
BOARD OF COMMISSIONERS

Attest:

John Hoatson, Town Clerk
Date: 12-20-22


Sarah Franklin, President

Charles Colbert, Commissioner

Janice Duckett, Commissioner

Thomas Hanchett, Commissioner

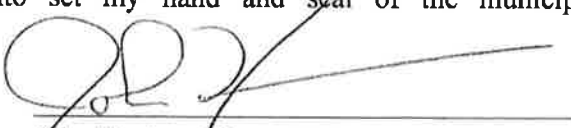
Karen Lott, Commissioner



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

CAPITALS
Strike

ORDINANCE 2022-08: AUTHORIZING TOWN COMMITTEES

:Indicate amended matter to be added to original draft
:Indicate matter to be deleted from original draft



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:

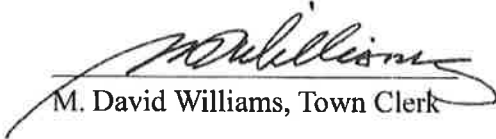
THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS




Linda Pennoyer, President


Kai Bernal-LeClaire, Commissioner

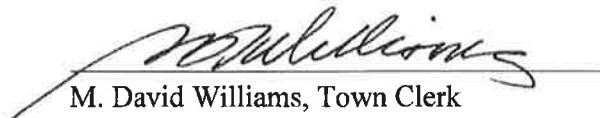

Wanda Leonard, Commissioner


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 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 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
Tonga Turner, President

Linda Pennoyer
Linda Pennoyer, 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 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
M. David Williams, Town Clerk

Upper Marlboro Maryland



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:

The logo features the word "EVENTS" in a bold, sans-serif font, where each letter is contained within a dark grey, three-dimensional block. These blocks are arranged in a slightly staggered, horizontal line. Below this arrangement, the word "Committee" is written in a clean, black, sans-serif font. The entire graphic is centered on the page and has a subtle reflection effect on the surface below it.

EVENTS
Committee



Town of Upper Marlboro

Town Hall, 14211 School Lane Tel: (301) 627-6905 Info@uppermarboromd.gov
Upper Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarboromd.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

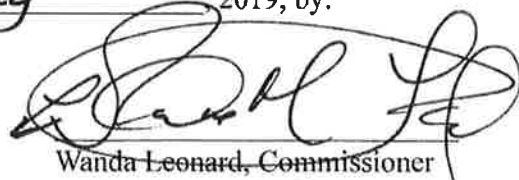
In the event of the dissolution of the UMEC, the Committee’s collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

ARTICLE XI — EFFECTIVE DATE

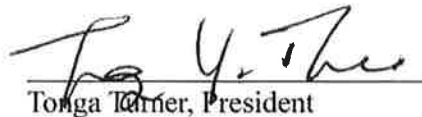
These bylaws shall become effective on June 6, 2019.

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:

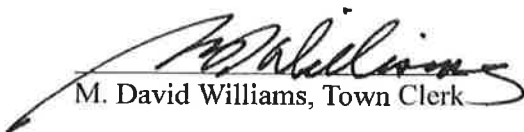



Wanda Leonard, Commissioner


Linda Pennoyer, Commissioner


Tonga Turner, President

Attest:


M. David Williams, Town Clerk



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
M. David Williams, Town Clerk

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Linda Pennoyer
Linda Pennoyer, President

Kai Bernal-LeClaire
Kai Bernal-LeClaire, Commissioner

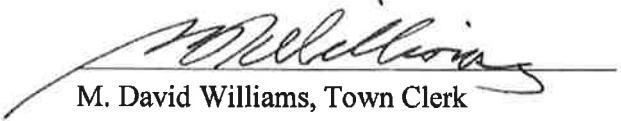
Wanda M. Leonard
Wanda M. Leonard, Commissioner

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



**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:





Clerk



James Storey, Commissioner

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
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- 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:



[Signature]
Joseph Hourclé, Commissioner

[Signature]
James Storey, Commissioner

[Signature]
Stephen Sonnett, President

Attest:

[Signature]
M. David Williams
Town Clerk

REVISED:

Charles Colbert
Mayor

Derrick Brooks
Vice Mayor

Sarah Franklin
Councilmember

Karen Lott
Councilmember

Joseph Hourcle
Councilmember



Section 9, Item D.

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: PGCMA Payment of Dues 2026

Topic

In FY 2025, the Council elected not to pay the Town's annual dues to the Prince George's County Municipal Association (PGCMA) due to internal operational concerns at PGCMA. Since then, PGCMA has undergone leadership changes, including a new Executive Committee and a majority turnover among At-Large Board members.

Attached for the Council's review is information regarding PGCMA, including its mission statement, an overview of services provided to municipalities, the organization's 2026 legislative priorities, and a copy of the dues invoice. The current cost for the Town's annual dues is \$203.09, reflecting an increase of \$0.40 from the previous year.

There are 27 municipalities in Prince George's County. Of those, 25 have paid their annual dues. While all municipalities are part of PGCMA, municipalities that have not paid their dues do not have voting rights.

Charles Colbert
Mayor

Derrick Brooks
Vice Mayor

Sarah Franklin
Councilmember

Karen Lott
Councilmember

Joseph Hourcle
Councilmember



Section 9, Item D.

Clayton A. Anderson
Town Manager

Telaya Bush
Deputy Town Manager

TO: Town Council

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

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There are 27 municipalities in Prince George's County. Of those, 25 have paid their annual dues. While all municipalities are part of PGCMA, municipalities that have not paid their dues do not have voting rights.

About PGCMA



Prince George's County Municipal Association (PGCMA) is an association of Prince George's County elected and appointed municipal leaders working together to benefit the residents of our 27 municipalities, Prince George's County, and the State of Maryland.

PGCMA is one of nine regional chapters of the **Maryland Municipal League**, created for the purpose of facilitating communication and cooperation within the League and between municipalities and other levels of state and local government. Chapters are governed by bylaws approved and recognized by the Board of Directors. Chapter membership is open to all League member municipalities within the chapter area.

Our mission is to bring Prince George's County elected and appointed municipal leaders together to jointly work on issues and programs that will benefit our municipalities and residents, Prince George's County, and the State of Maryland.

Legislative Action:

PGCMA identifies issues of concern to member municipalities and formulates county and/or state legislation to address those issues. It also promotes legislative goals and coordinates the lobbying efforts to achieve those goals.

Interaction With Legislators:

PGCMA interacts with county and state legislators by means of personal contact, an annual legislative dinner, and frequent visits to Annapolis and Upper Marlboro.

Membership Development:

PGCMA, with cooperation of the MML, provides training opportunities for newly elected officials.

Public Relations/Promotions:

PGCMA develops and implements membership strategies aimed at increasing participation at monthly meetings, chapter sponsored events and recommends public relations initiatives.

Diversity:

PGCMA develops strategies for promoting diversity within PGCMA, among the member municipalities, and within the Maryland Municipal League (MML).

Education:

PGCMA monitors education issues in Prince George's County.

2026 Legislative Priorities



2026 Legislative Priorities Prince George's County Municipal Association (PGCMA)



Economic
Development
& Zoning



Revenue &
Municipal
Fiscal Health



Infrastructure
&
Transportation



Social &
Community
Services



The
Environment
& Climate
Resiliency

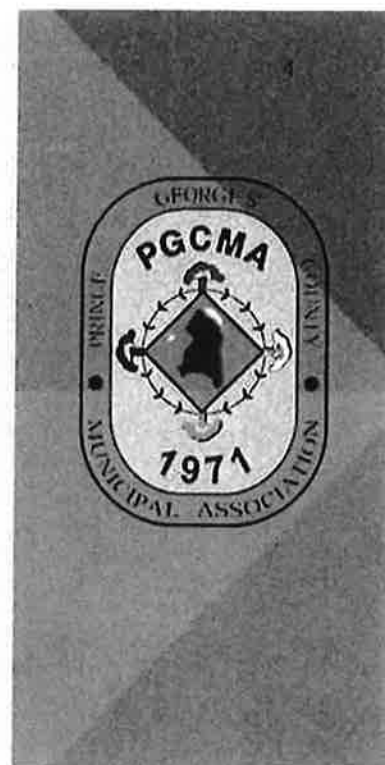
1. Economic Development & Zoning

Municipal Authority In Land-Use Decisions

- Strengthen municipal voice in zoning decisions
- Require municipal recommendations to be binding or overridden only with written findings
- Align decisions with Master & Sector Plans and Plan 2035
- Ensure development reflects community character

Housing Affordability & Preservation

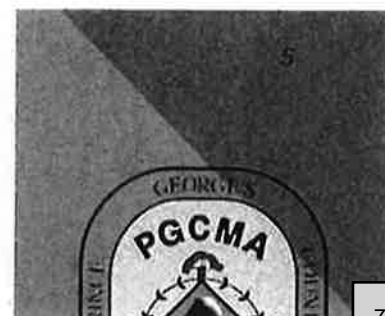
- Expand County affordability tools
- Fund municipal-scale housing projects
- Preserve naturally occurring affordable housing
- Support missing-middle & ADU implementation
- Promote equitable, transit-accessible housing options



2. Revenue & Municipal Fiscal Health

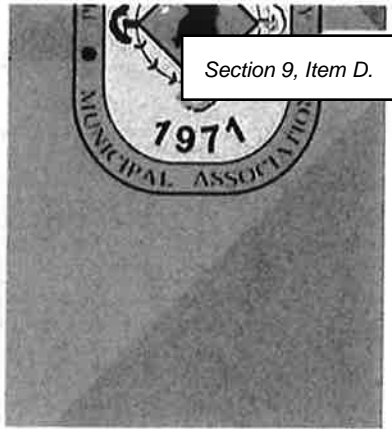
Modernizing the Tax Differential ⁽ⁱ⁾ Item

- Update formulas to reflect full municipal service delivery



- Prevent double taxation for residents
- Ensure transparent, regularly updated methodology
- Change review cycle from annual → triennial
- Replace two "unincorporated area" seats with two municipal managers/administrators

Section 9, Item D.



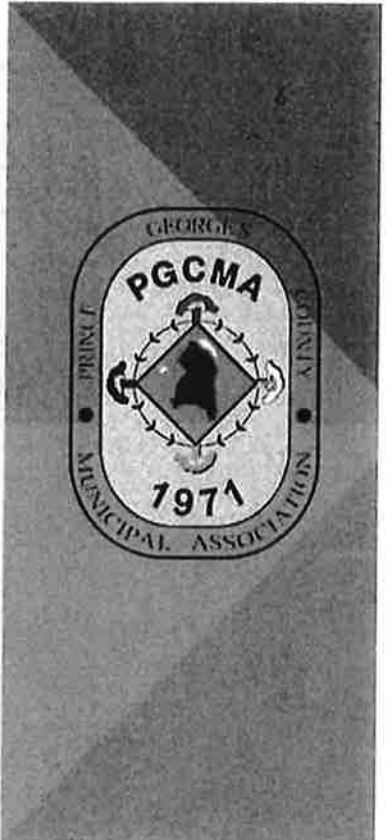
3. Infrastructure & Transportation

Road Maintenance & Lighting

- Adopt clear service standards across SHA, County & municipalities
- Improve coordination on resurfacing, pothole repair & lighting upgrades
- Provide shared tracking systems for timely responses
- Ensure safe, well-lit neighborhoods

First/Last Mile Connectivity

- Create a municipal partnership program for:
- Sidewalks, safe crossings, bridges
 - Protected bike lanes & trail links
 - Improve safety, mobility, equity & economic development near Purple Line stations



4. Social & Community Services

Municipal Mental Health Initiatives

- Establish dedicated funding streams for municipal programs
- Support youth engagement & crisis-response partnerships
- Expand neighborhood-based mental-health outreach
- They strengthen community

Protection of Immigrant Residents

- Guarantee access to State/County services regardless of immigration status
- Strengthen County/State language-access requirements
- Limit local resources used for civil federal immigration enforcement. End the use of 287(g) agreements.

Just-Cause Eviction Protections

- Require legitimate reasons for non-renewal



resilience and reduce public-safety strain

- Ensure adequate notice and ban retaliatory evictions
- It supports housing stability, school continuity & economic mobility

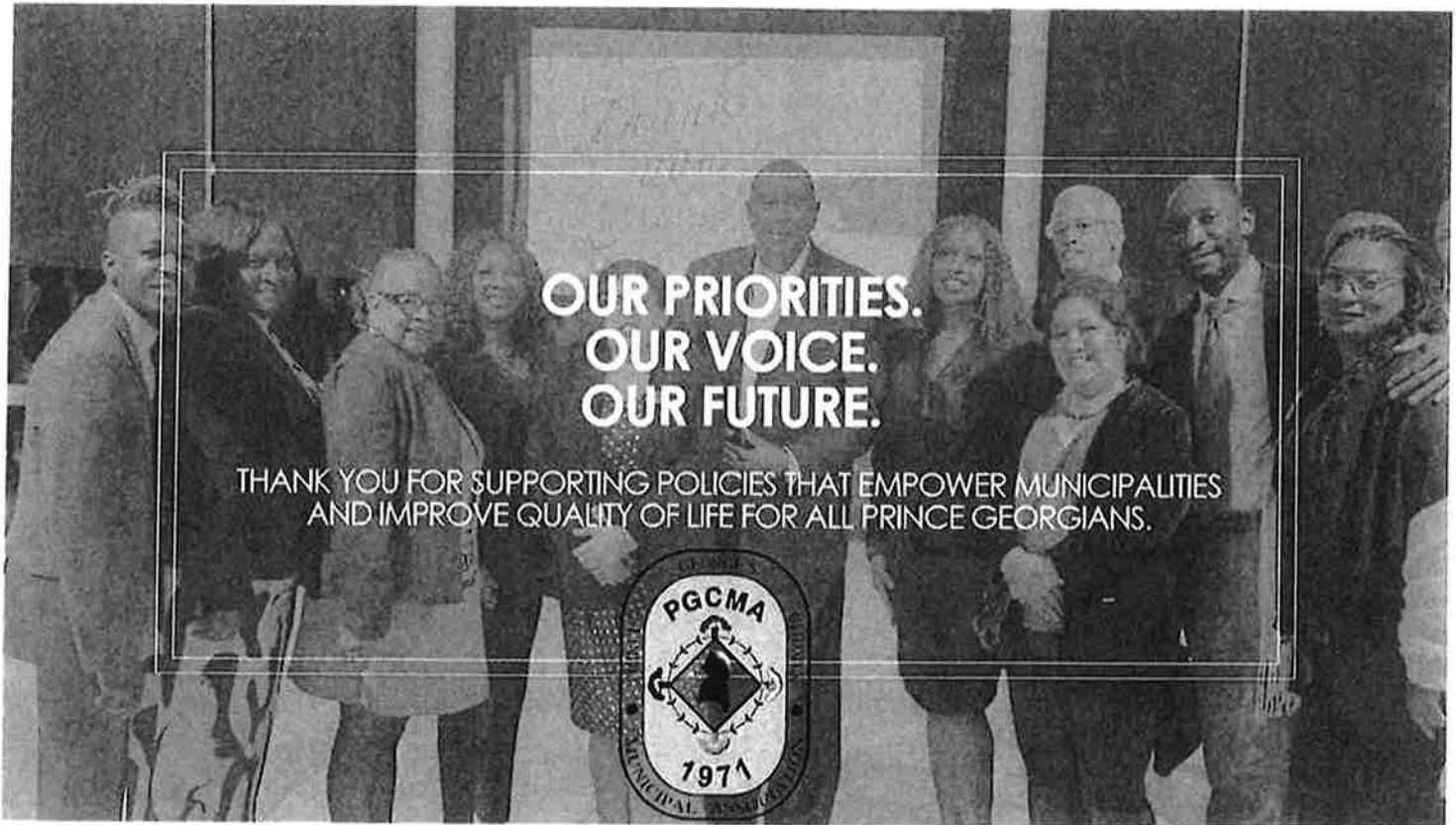
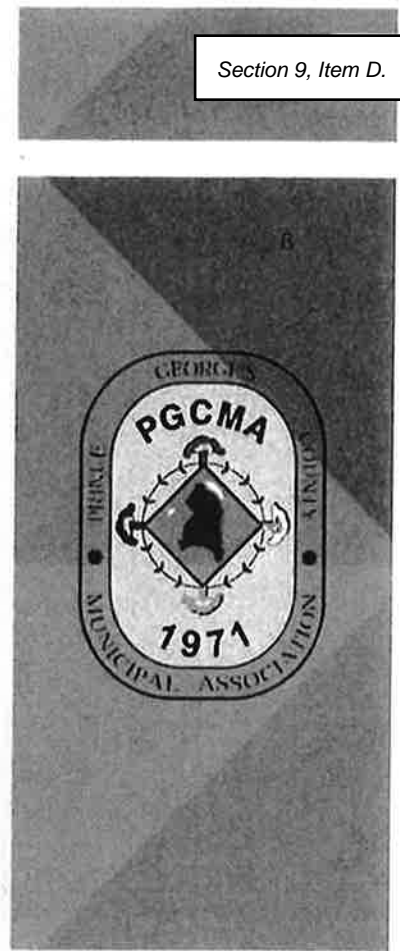
5. The Environment & Climate Resiliency

Bottle Bill

- Implement modern beverage-container deposit program
- Reduce litter & increase recycling rates
- Include municipal grants for cleanup, education & compliance support

Flood Prevention & Stormwater Management

- Increase County/State funding for municipal-scale projects
- Support green infrastructure and drainage system upgrades
- Align with climate goals & MS4 requirements
- Address frequent flooding impacts in municipal neighborhoods





October 30, 2025
Town of Upper Marlboro
67 Baltimore Ave.
University Park, MD 20782

Dear Town of Upper Marlboro, ,

On behalf of the Prince George's County Municipal Association (PGCMA), thank you for your continued commitment to collaboration, advocacy, and support for municipal officials throughout Prince George's County.

Enclosed, please find Invoice #2627 for Fiscal Year 2026 PGCMA Membership Dues. Payments are due by Wednesday November 26, 2025.

As approved by the PGCMA on October 16, 2025, membership dues are now calculated based on the following structure:

Base Fee (\$150) + Municipality Population (752) × Per Capita Rate (\$0.0706).

FY25 vs. FY26 Comparative Dues

Fiscal Year	2026
FY 25 Dues (Previous Due Amount)	\$202,69
FY26 Dues (New Dues Amount)	\$203.09
Net Change	\$0.40

Best Regards,
Gyasi Gomez, PGCMA Treasurer



Prince George's County Municipal Association
An Association of 27 Municipalities



Prince George's Municipal Association

PO Box 4726
Capitol Heights, MD 20791-4726

Invoice #2627

Submitted on 10/29/2025

Invoice Due on 11/26/2025

Invoice for

Town of Upper Marlboro
14211 School Lane
Upper Marlboro, MD 20772

Payment Due Upon Receipt. Send Checks to PO Box.
Payable to Prince George's County Municipal Association.
Questions, please contact Treasurer, Gyasi Gomez,
treasurer@thepgcma.com

Description	Qty	Unit price	Total price
Dues - July 2025 - June 2026	1	\$203.09	\$203.09
			\$0.00
Notes:		Subtotal	\$203.09
		Adjustments	\$0.00
			\$203.09

2026

Use spinner to change the calendar year

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

IMPORTANT DATES



EVENTS CALENDER

JANUARY

24- VOLUNTEER APPRECIATION DAY

APRIL

25- GROWING GREEN WITH PRIDE - CLEAN UP DAY

MAY

10 TO 16- NATIONAL POLICE WEEK
 25- MEMORIAL DAY (WREATH LAYING)
 TBD-FOOD TRUCK DAY
 TBD-MOVIE NIGHT
 17 TO 23- PUBLIC WORKS WEEK

JUNE

06- MARLBORO DAY
 TBD-FOOD TRUCK DAY
 TBD-MOVIE NIGHT

JULY

TBD-FOOD TRUCK DAY
 TBD-MOVIE NIGHT

AUGUST

04- NATIONAL NIGHT OUT
 22- COMMUNITY DAY

SEPTEMBER

18 TO 19- BILL PICKETT RODEO
 23 TO 30 CAPITOL CHALLENGE

OCTOBER

1 TO 4 CAPITOL CHALLENGE
 17- NATIONAL FAITH AND BLUE
 19 TO 25 INTERNATIONAL HORSE SHOW
 24- TRUNK-OR-TREAT
 TBD- PURPLE LIGHTS NIGHT

NOVEMBER

11- VETERANS DAY (BRUNCH)
 28- SMALL BUSINESS SATURDAY
 1 TO 30-MUNICIPAL GOVERNMENTS WORKS MONTH

DECEMBER

05- ANNUAL TREE LIGHTING