Town of Bladensburg Committees

Introduction

Individuals serving on the Town of Bladensburg's committees provide an invaluable service to the Town. Their advice and expertise on a wide range of topics assist the Mayor and Council in their decision-making process.

Bladensburg is fortunate to have a diverse, engaged community of citizens. It relies on and encourages its residents to bring new ideas, express concerns and offer solutions, policies and programs to ensure the quality of life that has made Bladensburg such a unique place.

Purpose

Every committee has a specific statement of purpose and function. The size and duration of service of each group is dictated by its duties and responsibilities. Size, general scope of work, and duration will be specified by the Mayor and Council at the outset of the committee.

Policy

Unless its enabling legislation specifies otherwise, a committee chooses its own chairperson. The term of the chairperson is usually one year.

The chairperson is responsible for setting the proposed meeting agenda, unless the group decides on another procedure. A city staff liaison is assigned to each group and will assist in drafting the agenda, scheduling meetings, and in the preparation and distribution of meeting materials.

Many of the committees adopt their own rules of procedure. Unless otherwise specified therein, Robert's Rules of Order would generally be followed.

All committee meetings are open to the public in accordance with the State of Maryland's Open Meetings Law. A group may convene in closed session only for those reasons set forth in State Government Article 10-508(a) of the Annotated Code of Maryland and should consult with the Town Clerk prior to a consideration of so doing. Committee meetings will be announced and a noticed posted at least seven (7) days before being held.

Eligibility

Only Bladensburg residents or property owners are eligible for appointment to Town committees.

Persons employed by or under contract to the Town are not eligible for membership except as non-voting liaisons.

Individuals may serve on only one Town Council committee at a given time, with the exception of ad hoc committees or task forces.

Appointment

Committee vacancies are advertised on the Town Website, at Town Hall, and on the Town's Municipal Access Channels. Any interested resident is encouraged to **submit a Committee Application** to the Town Council in care of the Town clerk. After a period of 30 days *or* a time limit stipulated by the Mayor and Council has passed and applications have been received, the following process occurs:

- Applications are forwarded to the council.
- Short interview meetings (10-15 minutes) are scheduled with the Town Council.
- The Town Council decides shortly thereafter who will be appointed to the vacancies.
- The individuals will receive notification of their appointments along with relevant background material.
- Applicants who are not appointed will be so notified and advised that their applications will remain on file for consideration when future vacancies occur.

Duration of Appointments

Member appointment terms are generally from **Two (2) years** from the date of Council action to appoint the member, subject to a maximum one year reappointment* by action of the Council for any of the following reasons:

- The appointed member has (or has gained) particular expertise (SME) that has become invaluable to the productivity of the committee;

- If the committee's work extends beyond a year, the Mayor and Council shall stagger appointments in such a fashion as not to unduly disrupt the work of the committee.

**The Council may reappoint a member for anytime less than one year to satisfy any of the identified needs specified in this section.*

Attendance

Advisory groups are expected to meet once a month. Excessive absenteeism (*missing one half of the meetings*), excluding illness or necessary travel, is cause for removal of committee member. The Mayor and Council will receive a sign-in sheet from each meeting to verify attendance.

APPLICATION FOR APPOINTMENT TO TOWN OF BLADENSBURG COMMITTEE

1. **Name**

2. **Address**

3. **Home Phone**

4. **Work Phone**

5. **Cell Phone**

6. **E-Mail**

7. **Committee Listing - Check those that interest you:**

   ___Parking

8. **Other Committee interest**

9. **Other Areas of Interest**

10. Education/Professional Background

11. Civic Experience/Volunteer Work/Memberships/Offices Held

12. Additional Information or Comments

13. Are you employed, or have been employed by or under contract with the Town?

14. Date of Application

15. Signature

For further information contact the Town Clerk at 301-927-7048 or pmcauley@bladensburg.net