

## **ADMINISTRATIVE GUIDELINES AND PROCEDURES** **FOR CITIZEN BOARDS AND COMMITTEES**

The City values resident participation in City Advisory Boards and Committees. These guidelines were prepared to assist committee members as they help to shape policies and procedures for the City. The following administrative guidelines and procedures will be used by all Hyattsville City Boards, Committees and Advisory Bodies.

A body elects its chair annually from its appointed members for a term of one year unless otherwise specified in the enabling legislation. The chairperson is responsible ensuring the election of officers, which as a minimum includes a Secretary, and distributing meeting agendas and minutes. The Chairperson may also accept resignations of board members and inform the members of the Board, the City Administrator, City Clerk, Mayor and Council. Council liaisons are assigned to each Board, Committee or Advisory body as advisors.

All Board and Committee meetings are open to the public pursuant to the Open Meetings Act. A Board or Committee may convene in executive (closed) session only for those reasons set forth in Section 3-305 of the General Provisions Article of the Maryland Code. Any request for an executive session should be reviewed by the City Attorney's Office via the City Clerk or City Administrator.

Boards and Committees shall hold meetings when necessary to conduct business or at such intervals as may be mandated by law, resolution or rule. Meetings shall be held at the call of the chairperson, but must be published/announced a minimum of 48 hours in advance. The staff liaison is responsible for ensuring that meeting dates are publicized on the City's website and a room space is reserved. A majority of the members of the board or committee shall constitute a quorum for the transaction of business. A majority vote of those present at any meeting, but not less than the number necessary for a quorum, shall be sufficient for any official action taken by the Board or Committee.

### **AGENDAS**

Agendas will be prepared by the Committee Chair, or his/her designee in consultation with the staff liaison. The staff liaison will ensure the City Clerk has copies of all meeting agendas. **Agendas must be submitted to the City Clerk in .doc or .pdf format no less than 48 hours prior to the meeting. Failure to announce or submit an agenda will result in cancellation of the meeting.** Agendas may be emailed to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org). The Clerk's office is responsible for the public posting of the agendas in accordance with the Open Meetings Act.

### **MINUTES**

Minutes must be kept of all meetings. The Chair, in the absence of the Secretary shall have the discretion to appoint an individual to prepare the minutes at each meeting. The minutes should be brief and reflect decisions and recommendations of the Board or Committee. Minutes should be reviewed and approved by the meeting body at the next regularly scheduled meeting of the

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Reference Date: September 1 2016

body. The staff liaison will ensure copies of the approved minutes are provided to the City Clerk for posting on the City's website. Minutes should be posted on the City's website in a timely manner.

**STAFFING**

A staff liaison is assigned to each Board or Committee by the City Administrator or his/her designee. Their primary role is to help facilitate the flow of information to and from the Mayor and Council, the staff, and the Board or Committee. They are non-voting participants, and serve as advisors only.

**COMMUNICATIONS**

Board and Committee members are encouraged to contact the City Administrator, their Council liaisons, the Mayor and other Council members at any time with specific concerns, issues or questions. Official correspondence directed to the Mayor and Council on behalf of the full Board or Committee should be, addressed to the Mayor and Council, and routed through the chairperson, the staff liaison and the relevant Department Director. A copy should be provided to the City Clerk's office for the City's records.

**RESIGNATION**

Appointment and removal of a board or committee member is governed by Section 4-5 of the Charter and Code of the City of Hyattsville. Members may tender voluntary resignation from a board or committee at any time. Voluntary resignations from a board or committee member must be submitted to the Chair of the board or committee. The Chairperson of the board or committee shall provide an acknowledgement of receipt and acceptance of a letter of resignation to the resignee. The Chairperson shall also provide notice of the resignation and notification of acceptance to the Mayor, Council, City Administrator, and City Clerk.

**REMOVAL**

Procedures for removal of a board or committee member shall be done in accordance with Article II, section 4-5 (f) of the City Charter and the approved committee worksheet. Grounds for removal may include a member moving outside of the boundaries.