

Resolution No. 2012 - 08  
Subject: Amending Chapter 152 of  
the Code of St. Mary's County,  
Maryland, and restating the Policy  
and Procedures concerning Boards  
Committees and Commissions

RESOLUTION

**FOR THE PURPOSE OF AMENDING CHAPTER 152 OF THE CODE OF  
ST. MARY'S COUNTY, MARYLAND, RESTATING THE POLICY AND PROCEDURES  
CONCERNING BOARDS, COMMITTEES AND COMMISSIONS**

**WHEREAS**, by Resolution No. 2011-12, codified as Chapter 152 of the *Code of St. Mary's County, Maryland*, the Board of County Commissioners for St. Mary's County sets forth policies and procedures concerning boards, committees and commissions under the authority of the Board of County Commissioners for St. Mary's County; and

**WHEREAS**, the Board of County Commissioners for St. Mary's County finds that is in the best interest of the citizens of St. Mary's County to restate the said procedures,

**NOW, THEREFORE, BE IT RESOLVED**, that Chapter 152 of the *Code of St. Mary's County, Maryland*, is amended to read as follows:

**BOARDS, COMMITTEES AND COMMISSIONS**

RECORDING FEE 0.00  
TOTAL 0.00  
Rec#SM92 Rec#999999  
JHM CLM BIR#1072  
Jan 12, 2012 11:10 am

**Sec. 152-1. Establishment of policies and procedures.**

1. Ordinances and resolutions establishing boards, committees, councils and commissions shall establish the membership, length of terms, and purposes of the body and shall designate any St. Mary's County agency or department responsible for providing staff support for the body. Every board, committee, council and commission is to be governed by a set of bylaws approved by the Board of County Commissioners and making provision for removal of members for nonattendance. In addition, a board, committee, council or commission may adopt policy or operating guidelines consistent with its bylaws, the provisions hereof and other applicable laws, ordinances, resolutions, rules and regulations.
2. Terms of service are ordinarily limited to two (2) consecutive terms unless otherwise provided in resolutions and ordinances. This provision does not apply to institutional designees or *ex officio* members. The remainder of a term for which an interim appointment is made to fill a vacancy shall not be considered a "term" within the meaning of this paragraph.



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3. Boards, committees, councils and commissions shall report to the Board of County Commissioners on at least an annual basis.
4. The appointment of members shall take into consideration a balanced representation of all segments of the St. Mary's County community, assuring especially that women and minorities are adequately represented.
5. It is the Commissioners' policy to appoint St. Mary's County residents to boards, committees and commissions unless there are no county residents available to fill positions which are mandated by law.
6. Every board, committee, council and commission shall have staggered terms.
7. Every board, committee, council and commission must adhere to the provisions of the St. Mary's County Public Ethics Ordinance and the St. Mary's County Open Meetings Act, and shall not meet in executive session except upon the advice of the County Attorney.
8. For statistical purposes, the following data is requested of each person considered for appointment: date of birth; gender; race.
9. Other than for compelling situations including the filling of vacancies, appointments will be made only during December and June, effective January 1 and July 1.
10. All vacancies will be publicized in advance, beginning in October for December appointments and in April for June appointments.
11. All term expirations will be publicized in advance, indicating whether the member whose term is expiring is eligible for reappointment.
12. At least quarterly there will be published a solicitation by the Board of citizen volunteers to serve (January, April, July, October).
13. Names of individuals who apply for appointment to boards, committees, councils and commissions are available for inspection pursuant the Maryland Public Information Act; provided, however, that an application is not a prerequisite for appointment.
14. Deliberations by the Board of County Commissioners regarding individuals considered for appointment take place in accord with the St. Mary's County Open Meetings Act.

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- 15. Appointments will be made in public session requiring a majority vote. Appointments are effective upon return of a signed acceptance letter.
- 16. The names of the members of boards, committees, councils and commissions shall be made available on the County website.
- 17. Weekly agendas of the Board will indicate when appointments are being considered for boards, committees, councils and commissions and will indicate which board, committee, council or commission is under consideration at that time.
- 18. The provisions hereof shall be applicable to boards, committees, councils and commissions established pursuant to the general or local laws of the State of Maryland, but subject to the provisions of such general or special laws and only to the extent that the provisions hereof are consistent with the authority granted to the Board of County Commissioners by such general or local laws. In the event that any provision herein conflicts with a provision of a statute, the statutory provision shall govern.
- 19. The provisions hereof shall not apply to task forces and ad hoc groups.

**BE IT FURTHER RESOLVED**, that this Resolution shall be effective at the date written below.

Those voting aye: 5

Those voting nay: 0

Those abstaining or absent: 0

Approval Date: 1/3/2012

Effective Date: 1/17/2012



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ATTEST:

COMMISSIONERS OF ST. MARY'S COUNTY

*Susan Sabo*  
For John Savich, County Administrator

*Francis Jack Russell*  
Francis Jack Russell, Commissioner President

*Lawrence D. Jarboe*  
Lawrence D. Jarboe, Commissioner

Approved as to form and legal  
sufficiency:

*Cynthia L. Jones*  
Cynthia L. Jones, Commissioner

*George R. Sparling*  
George R. Sparling  
County Attorney

*Todd B. Morgan*  
Todd B. Morgan, Commissioner

*Daniel L. Morris*  
Daniel L. Morris, Commissioner