

AN ORDINANCE TO AMEND
TITLE 2
OF THE CODE OF EMMITSBURG
ENTITLED
ADMINISTRATION AND PERSONNEL

BE IT RESOLVED, ENACTED AND ORDAINED by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, that Title 2 ; Section 2.80.020 of the Emmitsburg Municipal Code, be amended as follows.

The amended section of this regulation reads as follows with new wording indicated in **BOLD, CAPITAL** letters and deleted words in ~~strike-out~~.

2.80.020 - Composition, duties, meetings.

- A. The citizen advisory committee shall not exceed ten members and one board of commissioners' representative who shall serve as the chairperson but not be a voting member. One member may reside outside of the town limits. Members of the committee shall be appointed **BY THE MAYOR OR CHAIRPERSON WITH THE CONSENT OF THE BOARD OF COMMISSIONERS. MEMBERS OF THE COMMITTEE SHALL BE APPOINTED** for a period of two years, and shall serve without compensation. ~~The committee shall meet a minimum of once per quarter.~~
- B. The committee shall organize at the first meeting after January 1 of each year and elect a vice-chairperson, and secretary.
- C. The committee shall conduct a vote to approve any proposal to the board of commissioners. It shall be the responsibility of the chairperson to communicate approved proposals to the board of commissioners.
- D. The chairperson, or in his/her absence, the vice-chairperson or secretary, shall preside at all meetings of the committee. The presiding officer shall decide on all points of order or procedure, subject to the regulations set forth in this chapter.
- E. **REGULAR MEETINGS** shall be held at 7:30 p.m. **ON THE THIRD TUESDAY OF JANUARY, APRIL, JULY AND OCTOBER.** Notice of the meeting shall be posted on the town cable channel, on the town website and other appropriate media outlets.
- F. **SPECIAL** meetings shall **MAY** be called by the chairperson **OR IN HIS/HER ABSENCE THE VICE-CHAIRPERSON.** Notice of such meetings shall be given to each member ~~by mail or telephone at least seven (7) calendar days~~ **FORTY-EIGHT (48) HOURS OR MORE** before the meeting. **SPECIAL OR ADDITIONAL MEETINGS WILL IN NO WAY SUBSTITUTE FOR OR REPLACE A MEETING AS HEREIN REQUIRED.**

- G. It shall be the duty of each member to attend all meetings. Should any member be absent from one-half or more of all meetings held during the calendar year, the chairperson shall recommend to the mayor and the board of commissioners that the member's resignation be requested, unless determined by vote of a majority of committee members that there is a sufficient reason for nonattendance.
- H. A quorum shall consist of a majority of the existing filled seats membership.
- I. It shall be the duty of the secretary to keep a true and accurate record of all proceedings at all meetings. Approved minutes from each meeting shall be typed and placed in the record book which shall be maintained at the town office. The secretary shall sign the minute book.
- J. ~~The mayor or chairperson shall appoint members with the consent of the board.~~

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners pass the Ordinance over the veto of the Mayor.

PASSED this 2nd day of December, 2014 by a vote of 5 for, 0 against, 0 absent, and 0 abstain.

ATTEST:
Vickie Felix, Recording Secretary

EMMITSBURG BOARD OF COMMISSIONERS
Timothy O'Donnell, President

MAYOR

APPROVED
this 2nd day of December, 2014.

Donald N. Briggs, Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

Date: 1/5/15

Cathy Willets, Town Clerk