



HYATTSVILLE

CITY COMMITTEES PROCEDURES

JANUARY 19, 2021

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 - Terms & Membership
 - Annual Reporting
- Next Steps



OVERVIEW

- 11 Active Committees
 - Inactive: Teen Advisory Committee
 - Pending: Participatory Budgeting Ad Hoc Task Force
- 95 Seats, 14 Open, 8 pending applications
- Growth over Time in Membership & Number of Committees —>
 - 2015 - 7 active committees with 42 members



GOALS

- Formalize procedures into user friendly handbook to be distributed to all members and available on the City website.
- Provide clear guidance to committee members and prospective members
- Institute new policies relating to appointment procedures, training, and membership



RECOMMENDATIONS

APPOINTMENT PROCEDURES & TRAINING

Align appointment schedules & institute staggered terms

- Appointments and re-appointments will occur semi annually at the April and October Council meetings, or as vacancies arise
- Staggered terms will ensure continuity of operations for committees
- Existing terms for committees will be split between the two appointment schedules. Current expired terms have been extended through to April.



RECOMMENDATIONS

APPOINTMENT PROCEDURES & TRAINING

New Appointment Requirements

- Attend at least one meeting prior to appointment
- Virtual or in-person interview with Council Liaison(s) for appointment sponsorship
- Attend orientation session after appointment
 - Orientation sessions for new members will be held in May and November to ensure members receive required training
- Complete Maryland Open Meetings Act Training

RECOMMENDATIONS

TERMS & MEMBERSHIP



- Members may not serve on more than two (2) committees concurrently
- Members may not serve as the Chair of more than one committee concurrently
- Term Limits for Chairs
 - Chairs may serve two (2) consecutive terms, after which the Body must elect a new Chair. Previous chairs who have served two (2) terms must have one year break period before serving as the Chair again.



RECOMMENDATIONS

TERMS & MEMBERSHIP

- Required Attendance
 - Members are required to attend at least 50% of meetings held each calendar year unless otherwise specified in the Committee worksheet or City Charter & Code.
 - Failure to comply with attendance requirements shall result in a review by the staff liaison(s) in collaboration with Council liaison(s) to determine the future standing of the member in relation to the Committee.



RECOMMENDATIONS

ANNUAL REPORTING

- Each Committee is required to submit annual written reports that must contain a brief review of the Body's activities including goals, objectives, successes, opportunities, and the need for Council assistance when applicable. These reports shall be submitted to the City Clerk who shall provide copies to the Mayor and Council.
- Reports are due annually by January 15.



NEXT STEPS

- Adopt new committee procedures and proceed with re-appointments and scheduling interviews for new appointments
- Adopt new Committee Handbook