



## Legislation Text

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**File #:** HCC-198-FY21, **Version:** 1

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Submitted by: Laura Reams  
Submitting Department: City Clerk  
Agenda Section: Discussion

**Item Title:**

**Recommended Revisions to City Committee Procedures**

**Suggested Action:**

For discussion.

**Summary Background:**

The City has 11 active committees, with one (1) new committee (Participatory Budgeting) pending launch. There are 81 residents currently serving with 14 open seats. The City's Committees link the City Council and staff to the residents and help keep our City government vital, responsive, and accountable. Committees are established to increase community input and participation in City government. Some Committees exist to advise and make recommendations to City Council while others have responsibilities that are established by City Charter and Code, such as the Board of Supervisors of Elections and the Ethics Committee. Committees are also subject to State laws pertaining to the Maryland Open Meetings Act and the Public Information Act.

The Council last updated its policies pertaining to committees in 2016. The existing policies primarily relate to the submission of agendas and minutes and procedures for holding meetings in accordance with State law. Staff recognized a need for updating these policies to address procedures for appointments, training, and membership. These procedures will be formalized into a user-friendly handbook to provide clear guidance for prospective and new members.

The draft handbook is attached. The handbook provides information on Committee administrative processes such as: qualifications for members, information for new appointees, roles, and responsibilities, City Council policies regarding Committee members, and a description of all City Committees to which City Council appoints members.

Staff will present the recommended changes to committee procedures to Council at the January 19 meeting.

**Next Steps:**

Upon authorization, staff will proceed with implementing the new committee procedures. The handbook will return to Council for adoption in the fall. This will allow for time to receive input from committee members on additional information for inclusion as well as time to learn any best practices or recommended changes from the initial launch of new committee procedures.

**Fiscal Impact:**

None.

**City Administrator Comments:**

The proposed recommendations will improve efficiency, productivity, and continuity. Recommend Support

**Community Engagement:**

New committee procedures will be communicated to existing committees via their staff liaisons. Feedback on the policies and handbook is welcomed and encouraged. The handbook will be posted on the City's website.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A