



## Legislation Text

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**File #:** HCC-412-FY23, **Version:** 1

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

**Item Title:**

**Election of Council Officers and Assignment of Committee Liaisons**

**Suggested Action:**

Discussion Only.

**Summary Background:**

New City Council Officers (President and Vice President) are elected at the July meeting after a City election for a term of two-years. A description of the responsibilities for each position is provided below.

Duties Prescribed in the City Charter:

The President of the Council shall, in the absence of the Mayor, preside at all meetings. In the event of a vacancy in the Office of Mayor, the President of the Council shall serve as Mayor until such time as a new Mayor is elected. The Vice President shall, in the absence of the Mayor and President, preside at all meetings.

Duties Prescribed in the Council Rules of Procedure (Resolution 2015-01)

The Mayor develops the Council meeting agenda in consultation with the Council President, Vice President, City Administrator, and City Clerk.

Additional Duties

Based on past practice of the City Council, the Council President assists with the facilitation of the meeting agenda as a “mover” of each actionable item. The Vice President typically reads the City Calendar. The President and Vice President of the Council have also assisted the Mayor in representing the City at events when the Mayor is unavailable to do so.

The Executive Committee is made up of the Mayor, Council President, Vice President, City Administrator, and City Clerk. Its primary purpose is to review upcoming Council agendas and consult with the Mayor on the development of the agenda. The Committee meets once a month or as needed.

Assignment of Council Liaisons to City Committees

After each City election, new Council liaisons are appointed to City Committees. The recommended number of Council liaisons per Committee is two (2), however there may be times that three Council liaisons are assigned.

The City Advisory Committees are listed below. Noted next to each committee is the regular meeting day and time. Full meeting calendars for committees can be found on the City’s website at [hyattsville.org/committees](http://hyattsville.org/committees).

Name of Advisory Body	Regular Meeting Day/Time
Code Compliance Advisory Committee	Third Wednesday at 7:15 PM

Education Advisory Committee	Fourth Monday at 6:30 PM
Educational Facilities Task Force	Third Thursday at 7:00 PM
Health, Wellness, and Recreation Advisory Committee	Fourth Thursday at 7:00 PM
Hyattsville Environment Committee	Second Tuesday at 7 PM
Planning Committee	Third Tuesday at 7:00 PM
Police and Public Safety Citizen's Advisory Committee	Second Wednesday at 7 PM
Race and Equity Task Force	Fourth Tuesday at 7 PM
Shade Tree Board	First Wednesday at 7:30 PM
Youth Advisory Council	Regular meeting day/time TBD

Please note that there are no Council liaisons assigned to the Board of Supervisors of Elections or the Ethics Commission.

After Council liaison appointments are made at the July 17 meeting the Clerk's Office will send notification of any changes to the Committee Chair and Staff Liaison.

**Next Steps:**

Council discussion. The Council President and Vice President will be elected by the Body at the July 17, 2023, meeting. Council committee liaisons will also be assigned at the July 17 meeting.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

N/A

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A