

TAKOMA PARK CODE, CHAPTER 2.16 BOARDS AND COMMISSIONS

ARTICLE 4. COMMEMORATION COMMISSION

2.16.070 Establishment.

There is established a Takoma Park Commemoration Commission. (Ord. 2014-63 § 1, 2014)

2.16.075 Statement of purpose.

The Commission shall document, maintain, and preserve past, present, and future memorials, commemoratives, and recognitions in the City; recommend to the City Council procedures and programs to honor and commemorate individuals, organizations and businesses that have made significant contributions to the social, cultural, historical, political, economic, or civic life of the City as a whole or to a neighborhood/local area as well as programs for individuals to honor others; implement such programs within its scope and budget; and decide on recognitions after opportunity for public review and comment. (Ord. 2014-63 § 1, 2014)

2.16.080 Membership, terms, and structure.

A. Membership. The Commission will be comprised of up to nine but not less than five voting members and four nonvoting members.

1. Voting Members. At least one voting member may be nominated by each of the ward Councilmembers and at least one at-large voting member may be nominated by the Mayor. No ward shall have more than two voting members on the Commission. Voting members shall be residents of the City.

2. Nonvoting Members. The four nonvoting members shall include one representative selected by Historic Takoma, Inc., one representative selected by the Arts and Humanities Commission, one representative selected by the Recreation Committee, and one staff liaison selected by the City Manager.

3. Appointments. All voting members and representative nonvoting members shall be appointed by the City Council, except for the staff liaison who shall serve at the pleasure of the City Manager.

B. Terms. The regular term on the Commission shall be three years. However, initial appointments shall be for one, two, or three years to ensure continuity. All terms shall expire on March 31st. Except for the staff liaison, members shall serve for no more than two consecutive full terms.

C. Structure. The Commission shall organize to accomplish its purposes, and elect from its members co-chairs and other officers as it shall deem necessary.

1. Elections. Elections for officers shall be held annually.

2. Meetings. The Commission shall meet at least quarterly. All meetings are subject to the Maryland Open Meetings Act.

3. Quorum. A majority of voting members shall constitute a quorum to conduct business.

4. Annual report. Annual report. A report on the activities of the Commission shall be submitted to the Council at least once a year.

5. The Commission shall conform to other provisions of Article 1 of this chapter, as may be amended from time to time. (Ord. 2014-63 § 1, 2014)

2.16.085 Duties and responsibilities of the Commission.

- A. Inventory and review the status of historical commemoratives, recognitions and memorials in City facilities and other places within the City, including those that have been possibly lost or placed in storage. Recommend action for the disposition of these commemoratives.
- B. Develop a digital record of images and information related to commemoratives.
- C. Maintain and supervise the City's commemorative archival records. Issue an annual report on the status of these records, listing the content and place of each record maintained by the City. These digital records shall be publicly accessible.
- D. Adopt and maintain a policy/procedure manual for including all commemorative archival records in the digital archive.
- E. Devise a means to include in the digital archive oral or written stories by or about those commemorated.
- F. Create a program of categories and procedures for a variety of permanent and one-time honors, awards and memorials and recommend adoption by the City Council. These honors, awards, and memorials shall include options for individuals to commemorate others (e.g., plaques, memorial trees, benches, and so on). Once adopted, the Commission shall implement the program.
- G. Establish a system of maintenance for commemorative projects.
- H. Recommend a schedule of fees for commemorative services.
- I. Recommend to the City Council an annual budget for Commission operations and programs. It is expected that the Commission will be primarily self-funded from fees charged for commemorative services.
- J. The Commission shall make recommendations to the City Council on the establishment of an endowment fund to support the maintenance and preservation of commemoratives for a reasonable period of time to be determined, including a fee structure to support the endowment that would be charged for each service.
- K. Work collaboratively with other organizations and individuals in the City by sharing information and ensure that commemorative services are complementary and not duplicative.
- L. Recommend to the City Council designated areas in the City where honors may be placed.
- M. Recommend guidelines for fabrication and installation of all commemoratives. Each commemorative shall have the City seal and have a uniform design theme.
- N. Recommend to the City Council proposed memorandums of understanding with other agencies regarding honors on their property (e.g., MCPS and M-NCPPC).