



Takoma Park City Council Meeting – November 28, 2018 Agenda Item 11

Work Session

Discussion of Boards, Commissions, and Committees – Minimum Age for Members

Recommended Council Action

For discussion.

Context with Key Issues

Chapter 2.16 of the Takoma Park Code generally addresses membership of statutory Council-appointed boards, commissions, and committees in Article 1, General Provisions. In summary:

- Members of statutory boards, commissions, and committees are appointed by the City Council;
- Members are to be residents of the City of Takoma Park unless otherwise specified in the ordinance establishing the board, commission, or committee;
- Members appointed to fill an unexpired term shall be appointed for the remainder of the term of the member being replaced;
- A short term appointment of six months or less may be extended to include the next full term;
- A member who resigns, whose term expires, or who moves out of Takoma Park may continue to participate to complete work begun during that member's term, at the discretion of the Chair; and
- The Council may remove a member by resolution if the member becomes incapacitated or fails to reasonably perform their duties.

Qualifications or criteria to be considered for serving on boards, commissions, and committees are set out in the various ordinances establishing the bodies. These may relate to areas of interest, professional qualifications, ward diversity, residence in the City of Takoma Park, and representation of another entity or a classification (such as "landlord" or "business owner"). A requirement for appointment to the Board of Elections is being a registered voter in the City.

Membership on the Youth Council is specifically limited to young people who are, or would be, in grades 7-12. At present, there is a member of the Board of Elections who was appointed when he was 16. Not long ago, there was a high school student on the Arts and Humanities Commission.

While the City Council has a goal of improving and formalizing systems for Council-appointed committees overall, this work session has been scheduled to consider whether there should be a minimum age for appointment. Any decision or direction of Council on this issue can then be incorporated into the broader discussion to take place in 2019.

Council Priority

Engaged, Responsive & Service Oriented Government - Improve and formalize systems for Council-appointed committees

Environmental Considerations

N/A

Fiscal Considerations

N/A

Racial Equity Considerations

Staff does not believe that setting a minimum age for committee members, or not setting a minimum age, would have a disproportionate impact on any particular racial or ethnic group.

Attachments and Links

- [Takoma Park Code, Chapter 2.16 Boards and Commissions](#)
- List of Boards, Commissions and Committees

City Boards, Commissions, and Committees

Name	Membership	Term Length	Terms Expire
1. Arts and Humanities Commission Authority: City Code 2.16 Article 6	11-15 (1/3 may be nonresidents)*	3 years	June 30
Purpose: A) To advise the City Council on ways in which the City might best serve the public with regard to matters involving the arts; B) To encourage and aid the appreciation and awareness of, and participation in, the arts among all Takoma Park residents; C) To encourage cooperation and coordination among individuals, organizations and institutions concerned with the arts in Takoma Park; and D) To facilitate employment opportunities for artists and the development of self-sustaining arts programs. <i>*Every effort shall be made to have a broad and diverse representation of the fine and performing arts community and of cultural organizations on the Commission.</i>			
2. Board of Elections Authority: City Code Ch. 5.24	Up to 7*	3 years	June 30
Purpose: A) Plan and conduct regular and special City elections in coordination with the City Clerk; B) Encourage voter registration in the City; C) Conduct voter education programs and prepare and distribute voter outreach materials; D) Recommend to the Council amendments to the City's elections law and regulations when it deems such amendments are necessary and will provide for the improved conduct of elections; E) Periodically review City elections procedures; F) Serve as election judges in City elections; G) Recommend additional qualified individuals to the Council for appointment as election judges during a regular or special City election; H) Perform such other duties as may be assigned to the Board of Elections by Charter, ordinances and resolutions, and by the direction of the Council. <i>*Members must be registered voters of Takoma Park. The Council shall make every effort to ensure that the Board of Elections includes representatives from each Council ward.</i>			
3. Commemoration Commission Authority: City Code Ch. 2.16 , Article 4	5-9 voting members 4 non-voting representative members*	3 years	March 31
Purpose: 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. <i>*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. The 4 non-voting members include the staff liaison and representatives from the Arts and Humanities Commission, the Recreation Committee, and Historic Takoma, Inc.</i>			
	7-11 (up to 4 may be nonresidents)*	3 years	June 30

Name	Membership	Term Length	Terms Expire
4. Commission on Landlord-Tenant Affairs (COLTA) Authority: City Code Ch. 6.24			
Purpose: Adjudicate complaints for violations of Chapter 6.16, Landlord-Tenant Relations, to rule on petitions for rent increases above the rent stabilization allowance in accordance with Chapter 6.20, Rent Stabilization, and to decide appeals from the City Manager’s decision to deny, suspend or revoke a license under Chapter 6.08, Rental Housing Licenses. <i>*The Council shall make every effort to ensure that the Commission has representation from landlords, tenants and homeowners.</i>			
5. Committee on the Environment Authority: City Code Ch. 2.16 Article 7	11-15*	2 years	June 30
Purpose: A) Advise the City Council on all environmental issues, including, but not limited to, stormwater management, greenhouse gas reduction, air quality, tree protection, open space conservation, biodiversity, watershed functioning and restoration, energy use, transportation, energy conservation, and recycling; and B) Serve in partnership with the City Council and Takoma Park City staff to work together to achieve sustainability and other environmental certifications that may help the City meet and be recognized for its environmental goals. <i>*Efforts shall be made to have representation of the following: 1) No less than five interested residents, including residents with expertise in a variety of scientific, technical, and environmental policy disciplines, and outreach skills related to environmental science; 2) No less than four representatives from community organizations including local environmental and cultural groups, public health and civic organizations, faith-based groups, and parent-teacher organizations; and 3) No less than two representatives from local businesses or business groups.</i>			
6. Emergency Preparedness Committee Authority: City Code Ch. 2.16 Article 9	Up to 16 (7 resident members, 4 representative members plus 5 additional reps)*	3 years	March 31
Purpose: Provide community input to and assist in the City’s planning and preparations for emergency operations and to involve residents in providing appropriate assistance during emergency operations. <i>*The Committee will be composed of appropriate senior City staff selected by the City Manager, one member selected by the Takoma Park Volunteer Fire Department, one member selected by the Washington Adventist Hospital, one member selected by the Montgomery County Office of Emergency Management and Homeland Security, and seven residents (preferably at least one from each ward) appointed by the Council. Appointees should have some professional background in emergency preparedness or operations. The Council may appoint up to five additional members. These members may represent educational institutions, faith communities, businesses or business associations, landlords or managers of multi-unit residential properties in the City, and other appropriate sectors or stakeholders in the community.</i>			
7. Ethics Commission Authority: City Code Ch. 3.04 , Section 3.04.050	Up to 7 members	2 years	Sept. 30
Purpose: 1) Devise, receive, and maintain all forms generated by the Ethics Ordinance; 2) Provide, at the request of any person concerning the application of the			

Name	Membership	Term Length	Terms Expire
Ordinance to an actual situation or one seriously contemplated, written advisory opinions; 3) Investigate, hear, and decide any inquiry or complaint filed by any person regarding an alleged or potential violation of the Ordinance; 4) Conduct a public information program regarding the purposes and application of the Ordinance; 5) Recommend legislative changes and improvements to this chapter, including such changes as are necessary to maintain compliance with the requirements of State Government Article, Title 15, Subtitle 8, of the Annotated Code of Maryland; 6) Promulgate regulations to accompany the Ordinance; and 7) Certify to the State Ethics Commission on or before October 1st of each year that the City is in compliance with the requirements for elected local officials of State Government Article, Title 15, Subtitle 8, of the Annotated Code of Maryland.			
8. Facade Advisory Board Authority: City Code Ch. 8.40 Article 1	7 voting members*	3 years	March 31
<p>Purpose: A) Help ensure that facade designs and their maintenance are harmonious and consistent with the intended quality and character of the commercial areas of Takoma Park; B) Provide guidance and assistance to commercial building and business owners seeking permits for facade alterations, signs, and new construction work; C) Coordinate with and advise the City of Takoma Park Code Enforcement Department; and D) Inform citizens and business owners of the historic district benefits and requirements and to continue coordinating with the Montgomery County Historic Preservation Commission and the Montgomery County Department of Fire and Rescue Services—Code Enforcement (MCFD) regarding necessary approvals.</p> <p><i>*At least two members shall be professional such as architects, planners, and/or historians; At least two members shall be building or business owners located or doing business in the Takoma Old Town and Takoma Junction commercial areas as defined in Section 8.40.070; One member shall represent Historic Takoma, Inc. The Board of Historic Takoma, Inc. shall select from among its membership for consideration by the City Council, two representatives, one of which may be appointed to serve as a voting member of the FAB, the other to serve as an alternate.</i></p>			
9. Grants Review Committee Authority: Resolution 2014-7	Up to 9 members*	3 years	April 30
<p>Purpose: Evaluate applications for City-administered grants based on established funding priorities, program guidelines and available funding and make recommendations for grant awards to the City Council for consideration.</p> <p><i>Takoma Park residents with demonstrated expertise in community development, grants management, public arts, or related areas of interest.</i></p>			
10. Noise Control Board Authority: City Code Ch. 14.12 , Section 14.12.140	7 members	3 years	March 31
Purpose: Assist and advise the City on noise control issues, including administration and enforcement of the Noise Ordinance, and to adjudicate noise disturbance complaints.			
11. Nuclear-Free Takoma Park Committee Authority: City Code Ch. 14.04 , Section 14.04.110	7 members*	2 years	March 31
Purpose: Oversee implementation of and adherence to the Nuclear-Free Zone Act.			

Name	Membership	Term Length	Terms Expire
<i>*Committee members shall have collective experience in the areas of science, research, finance, law, peace and ethics.</i>			
12. Recreation Committee Authority: City Code Ch. 2.16 , Article 9	7-15 members*	2 years	April 30
Purpose: Advise the City Council on matters pertaining to recreation programming and facilities. <i>*Every effort shall be made to ensure that the membership represents all wards and the diverse populations in Takoma Park.</i>			
13. Safe Roadways Committee Authority: City Code Ch. 2.16 , Article 5	Up to 11*	2 years	June 30
Purpose: A) Advise the City Council on transportation-related issues including, but not limited to, pedestrian and bicycle facilities and safety, traffic issues, and transit services; and B) To encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit. <i>*Efforts shall be made to have representation from each of the City's wards.</i>			
14. Tree Commission Authority: City Code Ch. 2.16 Article 2	5 residents	3 years	Sept. 30
Purpose: Preserve, protect and promote the urban forest of Takoma Park and hear appeals from tree permit decisions. With the assistance of the Arborist, propose rules, regulations, procedures and actions to be taken by the City to preserve and protect the urban forest, subject to the approval of the Council, and perform any other related duties assigned by the Council by ordinance or resolution.			
15. Youth Council Authority: Resolution 2017-50	9-11 residents*	1 year	Aug. 31
Purpose: To provide an opportunity for the youth of Takoma Park to acquire a greater knowledge of and appreciation for local government through active participation in the system and to help the City Council to address problems and accomplish the goals of this community by working directly with the representatives of youth. *Members must be in grades 7-12, at least one from each ward. Council commitment to actively recruit from Wards 4, 5, and 6. Adult Youth Council Advisor also appointed by the City Council.			

Notes:

Residency is required unless noted otherwise.