

COUNCIL-APPOINTED COMMITTEES



LEADERSHIP



DIVERSITY



PURPOSE



OPERATIONS

OPERATIONS

A central white circle contains the word "OPERATIONS" in bold black text. Inside the circle are two interlocking black gears. Surrounding the circle are seven text labels, each connected to the circle by a white line with a small white dot at the end. The labels are: "COMMITTEE ORIENTATION" (top-left), "CHAIR TRAINING" (middle-left), "CODE OF CONDUCT" (bottom-left), "OPEN MEETINGS ACT" (bottom-left), "RACE EQUITY TRAINING" (top-right), "ON-LINE HANDBOOK" (middle-right), and "SERVICES NEEDED FOR PARTICIPATION" (bottom-right).

**COMMITTEE
ORIENTATION**

**RACE EQUITY
TRAINING**

**CHAIR
TRAINING**

**ON-LINE
HANDBOOK**

CODE OF CONDUCT

**SERVICES NEEDED
FOR PARTICIPATION**

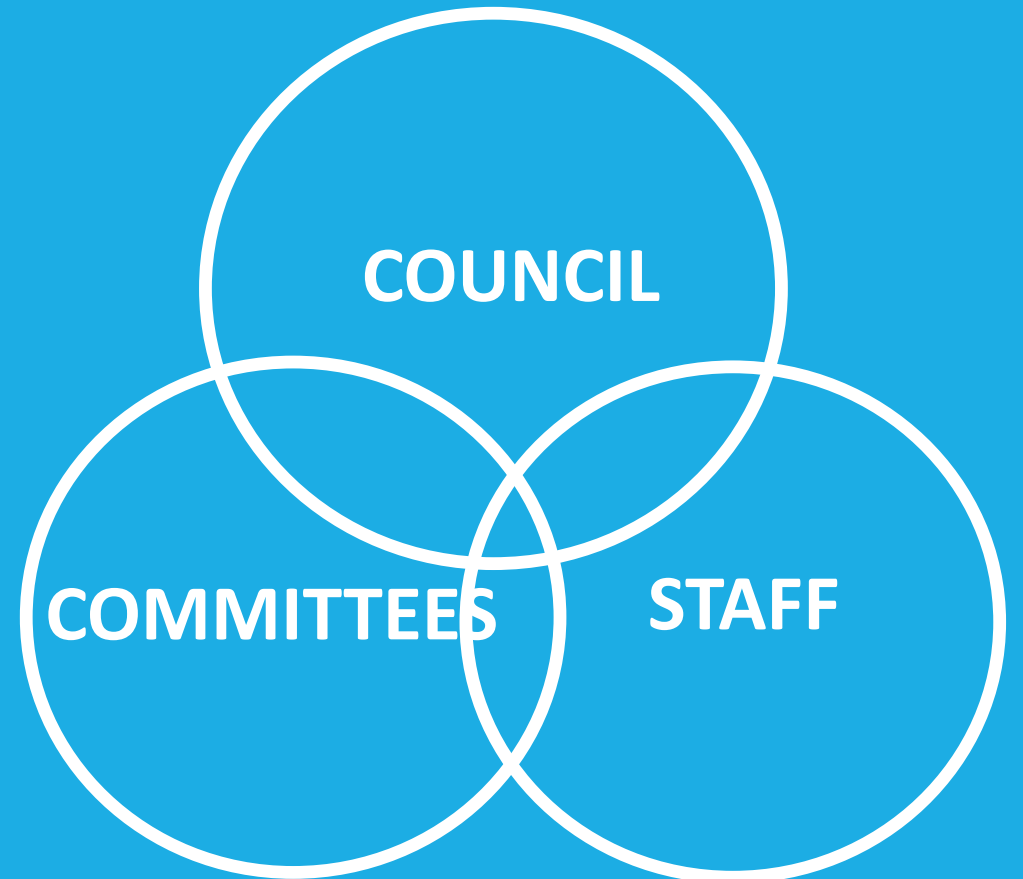
OPEN MEETINGS ACT

OUTLINE FOR ORIENTATION AND HANDBOOK

Overview of City Government and the Role of Committees

Takoma Park Government 101

- Organizational Chart
- Council Manager Form of Government
- Mayor and City Council
 - Terms and Election
 - Ward Map
- City Committees (overview)
- City Manager
- City Charter and Code (link)
- City Budget (link)
- City Website



COMPLETED OR IN PROCESS

- Code of Conduct adopted by the City Council (October 2020)
 - Process to Report and Address Violations Under Development (City Manager)
- Standardization of Committee Structure and Code Update (in process)

FOR TONIGHT'S DISCUSSION

- Outline for Orientation and Handbook

OUTLINE FOR ORIENTATION AND HANDBOOK

Requirements and Standards for All

1. Open Meetings Act (online training required of chairs) and Maryland Public Information Act
2. Code of Conduct and Responsibility to Report
3. Ethics Requirements
 - Reference Takoma Park Ethics Ordinance (request support from Ethics Commission to develop Ethics FAQ)
 - Annual Gift Disclosure
 - Reporting of Conflicts of Interest
4. Racial Equity Considerations and Training
 - Council Resolution
 - Training (To be developed with Council)

OUTLINE FOR ORIENTATION AND HANDBOOK

Committee Meeting Structure

- Election and Role of Officers
- Model Agendas and Minutes
- Conducting Meetings and Best Practices
 - Quorum and Attendance
 - Meeting Facilitation
 - Timekeeping
 - Robert's Rules of Order - simplified
 - Role of the Public in Meetings (Handling Public Comments and Public Participation, when appropriate)
 - Hybrid Meetings (in person and/or remote)
 - Live Streaming and Recording Options
 - Conflict Management (possible special training for chairs)

OUTLINE FOR ORIENTATION AND HANDBOOK

Resources Currently Available for Committees

- Role of City Staff
- Routine Expenditures
- Special Requests for Staff Time or Resources (i.e. interpreting, graphic design, creating videos)
- Web Page (define purpose and use of committee web pages)

POSSIBLE COMMITTEE MEMBER SUPPORT FOR COUNCIL CONSIDERATION

- Remote Participation (Call-In Number or Zoom Links)
(available now)
- Audio-Visual Support – Large Print, ASL Interpretation or Live Transcription *(available now upon request)*
- Coaching/Mentoring
- Language interpretation
- Childcare
- Transportation
- Loan of Laptops and/or Internet Access or Hotspots
- Reimbursement for Expenditures

COUNCIL DISCUSSION