

Takoma Park Advisory Committees

From Takoma Park Municipal Code – Chapter 2.16:

Article 1. Advisory Committees—General Provisions

2.16.010 Advisory committees.

- A. The City Council may establish by ordinance any advisory committee it deems necessary. In addition to other duties assigned, advisory committees are charged with:
1. Providing the City Council with tangible recommendations in key priority areas.
 2. Leveraging residents' technical expertise and lived experiences to inform City policies and programs.
 3. Ensuring that the Council has regular and timely information to use when considering its priorities or important issues.
 4. Providing an opportunity to engage residents on issues that are important to them as well as to assist in community education and engagement activities in their priority areas.
- B. The authority of such entities is limited to that extended to them by the City Council.
- C. Each committee is required to report the status of its work annually or at the request of the City Council. Council shall review each committee's report and may concurrently undertake a review of each committee's purpose, duties, other assigned tasks, and adjust them as necessary.
- D. Membership of advisory committees shall be in accordance with the provisions of this section unless otherwise provided by City Code.
1. Only City residents may serve on a committee.
 2. Individuals interested in serving on a committee may apply in accordance with procedures and time frames set forth by the City Council and shall be confirmed and appointed by a majority vote of the City Council.
 3. A member who has served on a committee for six years continuously may not be reappointed to the same committee until one year has elapsed since the end of that member's previous tenure.
 4. A member who is term limited may apply to serve on a committee for which the member is not term limited.
- E. Organization.
1. Unless otherwise stated in the Code or directed by Council, each advisory committee should consist of up to nine members.
 2. Each committee shall operate under a common set of procedural rules, which shall be prepared by the City Attorney's office and be approved by Council.
 3. Each committee shall elect from its members the following officers: chairperson, vice chairperson, and secretary. Officers shall serve for a period of one year at which time each committee shall elect again the officers. The chairperson shall be elected annually, but may only serve in that capacity for two consecutive years. The chairperson may not hold two offices simultaneously.
- F. Meetings.
1. Committees shall meet at least quarterly or as often as required to fulfill their purposes.
 2. All meetings shall be open to the public and are subject to Maryland's Open Meetings Act. Meeting notices and agendas shall be prepared and submitted to the City Clerk and posted in advance of any committee meeting in accordance with State law. Written records of proceedings and attendance shall be maintained by the committee and provided to the City Clerk for safe keeping. A report on the activities of each committee shall be submitted to the City Clerk and Council once per year.
 3. Meetings shall be held at times that facilitate and allow for committee member attendance and ease of public attendance.

4. A majority of a committee shall constitute a quorum.
 5. Meetings shall take place at a City government building or other publicly accessible location approved by the City Manager. The meetings may occur in person or virtually, so long as such is announced in advance. Meetings may include a virtual attendance option for members and for the public.
 6. At least three members of every committee must maintain current Open Meetings Act certification and provide a copy of the certification to the City Clerk.
- G. Each committee shall designate an individual who shall be responsible for preparing meeting agendas and minutes, and coordinate publishing and storage of the same with the City Clerk.
- H. Staff Liaison. The City Manager shall assign a member of the City staff to act as a staff liaison to each committee, who shall provide general support to the committee.
- I. Member Conduct.
1. Members are expected to attend each meeting of the committee on which they serve. Members may miss a scheduled meeting for cause.
 2. Members are expected to adhere to the Code of Conduct established by the Code of Conduct for Council-Appointed Members of Boards, Committees, Commissions, and Task Forces.
 3. Council, by resolution, may remove a member from their position upon finding a violation of the Code of Conduct, no longer meeting the requirements for membership, or otherwise not fulfilling the duties of a member.

2.16.020 Terms of advisory committees.

- A. Except as noted elsewhere in this chapter, beginning in 2021, the initial term for half of a committee’s members will end on June 30, 2022. The initial term for the other half of a committee’s members’ terms will begin in 2021 and end June 30, 2023. If there is an odd number of appointees, the odd number appointee shall be considered part of the term having the later expiration date.
- B. Except as noted elsewhere in this chapter, after the initial terms have expired, all terms of office will be staggered terms of two years. Said terms shall begin on July 1st and end June 30th.
- C. The total terms of office for members of a committee shall be no more than six continuous years unless otherwise provided in this chapter.
- D. A member appointed to fill a vacancy shall serve the remainder of the term of office that became vacant.
- E. Below is a table containing each advisory committee, the term length, and the expiration date of the term.

Advisory Committee	Term Length (Years)	Expiration
Arts and Humanities Committee (Article 2)	2	June 30th
Sustainable Maryland Committee (Article 3)	2	June 30th
Emergency Preparedness Committee (Article 4)	2	June 30th
Recreation and Community Engagement Committee (Article 5)	2	June 30th
Grants Review Committee (Article 6)	2	June 30th
Youth Council (Article 7)	1	June 30th

Advisory Committee	Term Length (Years)	Expiration
Nuclear-Free Takoma Park Committee (Article 8)	2	June 30th

The City Council establishes by ordinance any advisory committee it deems necessary. Advisory committees are charged with:

1. Providing the City Council with tangible recommendations in key priority areas.
2. Leveraging residents’ technical expertise and lived experiences to inform City policies and programs.
3. Ensuring that the Council has regular and timely information to use when considering its priorities or important issues.
4. Providing an opportunity to engage residents on issues that are important to them as well as to assist in community education and engagement activities in their priority areas.

Each committee is required to report the status of its work annually or at the request of the City Council. Council shall review each committee’s report and may concurrently undertake a review of each committee’s purpose, duties, other assigned tasks, and adjust them as necessary.

Membership shall be in accordance with the provisions of this section unless otherwise provided by City Code:

1. Only City residents may serve on a committee.
2. Individuals interested in serving on a committee may apply in accordance with procedures and time frames set forth by the City Council and shall be confirmed and appointed by a majority vote of the City Council.
3. A member who has served on a committee for six years continuously may not be reappointed to the same committee until one year has elapsed since the end of that member’s previous tenure.
4. A member who is term limited may apply to serve on a committee for which the member is not term limited.

Organization:

1. Unless otherwise stated in the Code or directed by Council, each advisory committee should consist of up to nine members.
2. Each committee shall operate under a common set of procedural rules, which shall be prepared by the City Attorney’s office and be approved by Council.
3. Each committee shall elect from its members the following officers: chairperson, vice chairperson, and secretary. Officers shall serve for a period of one year at which time each committee shall elect again the officers. The chairperson shall be elected annually, but may only serve in that capacity for two consecutive years. The chairperson may not hold two offices simultaneously.

Terms:

1. Except as noted elsewhere in this chapter, beginning in 2021, the initial term for half of a committee’s members will end on June 30, 2022. The initial term for the other half of a committee’s members’ terms will begin in 2021 and end June 30, 2023. If there is an odd number of appointees, the odd number appointee shall be considered part of the term having the later expiration date.
2. Except as noted elsewhere in this chapter, after the initial terms have expired, all terms of office will be staggered terms of two years. Said terms shall begin on July 1st and end June 30th.
3. The total terms of office for members of a committee shall be no more than six continuous years unless otherwise provided in this chapter.
4. A member appointed to fill a vacancy shall serve the remainder of the term of office that became vacant.

DESCRIPTIONS OF SPECIFIC ADVISORY COMMITTEES (FROM THE CITY CODE)

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DESCRIPTIONS OF SPECIFIC BOARDS AND COMMISSIONS (FROM THE CITY CODE)

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Article 2. ARTS AND HUMANITIES COMMITTEE

2.16.030 Committee established.

There is established a Takoma Park Arts and Humanities Committee which shall serve in an official advisory role to the City Council on all matters related to the arts, which will promote, coordinate, and strengthen public programs to further cultural development of the City.

2.16.040 Statement of purpose.

The purpose of the Takoma Park Arts and Humanities Committee shall be as follows:

- 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.

2.16.050 Membership, terms of office, structure and staffing.

A. Membership. Council may appoint nonresident members, but shall prioritize appointing Takoma Park residents. A minimum of two-thirds of the members of the Committee shall reside in the City of Takoma Park. No organization which is a potential recipient of city arts funding shall have on the Committee more than one person who serves on its board or staff. Every effort shall be made to have a broad and diverse representation of the fine and performing arts community and of local arts and cultural organizations on the Committee.

2.16.060 Duties and responsibilities of the Committee.

The Committee shall advise and assist the City Council with respect to developing and promoting the performing and visual arts for the enjoyment, education, cultural enrichment and benefit of the residents of the City of Takoma Park as follows:

- A. Develop in cooperation with other City departments and the Montgomery County Arts and Humanities Council, a long-range Master Plan for the development of a thriving arts community in Takoma Park and the utilization of public facilities for art-related activities. Such Master Plan shall be updated every two years;
- B. Initiate, sponsor, conduct or support, alone or in cooperation with other public or private agencies, public programs in the arts;
- C. Serve as a clearinghouse for information about Takoma Park artists, art programs, facilities, organizations and institutions and to actively encourage public awareness, utilization, and support of such resources;
- D. Advise the City as to the availability and adequacy of facilities and space for the presentation of cultural activities;
- E. Review and advise on the aesthetic aspects of all works of art or designs or public monuments accepted or commissioned by the City;
- F. Present funding recommendations necessary for the continuation and development of public programs and facilities which further the arts;

G. Review funding requests and recommend to the City Council the allocation of monies to cultural organizations, arts organizations, and individual artists;

H. Support proposals for Federal and State assistance to the arts and to review arts-related proposals and programs originated by the City and approved by the City Manager;

I. Keep abreast of what other communities are doing to further the arts and make recommendations to adapt their accomplishments to the needs of Takoma Park.

Article 3. SUSTAINABLE MARYLAND COMMITTEE

2.16.070 Committee established.

There is established a Takoma Park Sustainable Maryland Committee which shall serve in an official advisory and coordination role to the City Council.

2.16.080 Statement of purpose.

Sustainable Maryland is a certification program for municipalities in Maryland that want to go green, save money and take steps to sustain their quality of life over the long term. Sustainable Maryland is a collaborative effort between the Environmental Finance Center at the University of Maryland and the Maryland Municipal League.

The purpose of the Sustainable Maryland Committee is to provide recommendations to the City Council that will allow the City to achieve sustainability and other environmental certifications that may help the City meet its environmental goals and priorities.

2.16.090 Duties and responsibilities of the Committee.

The Committee shall:

- A. Identify projects that meet the City's interest and needs for Sustainable Maryland, and work with City Council and City Staff to develop recommendations for Sustainable Maryland action plans; and
- B. Assist in documenting the necessary information to achieve certification through Sustainable Maryland.

Article 4. EMERGENCY PREPAREDNESS COMMITTEE

2.16.100 Committee established.

There is established a Takoma Park Emergency Preparedness Committee.

2.16.110 Statement of purpose.

The purpose of the Emergency Preparedness Committee is to 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.

2.16.120 Duties and responsibilities of the Committee.

The Emergency Preparedness Committee shall assist in:

- A. Reviewing the City's Emergency Operations Plan and other supporting emergency documents and recommending changes to the Council and City Manager.
- B. Identify existing neighborhood and community groups and encourage the formation of volunteer neighborhood emergency teams that can assist their neighbors and/or the City in carrying out emergency activities.
- C. Coordinating with the City, Montgomery County, and other agencies to educate residents on their individual responsibilities in preparing their households for emergencies and providing information on what residents can expect from the City and County during an emergency.
- D. Provide research and data as well as assembled comments on emergency-related events as directed by the Council.
- E. Coordinating with Montgomery County to offer and promote resident training programs for residents.
- F. Advising the City on strategies to improve the effectiveness and efficiency of City preparedness through the use of exercises or activities and using hazard and vulnerability assessments, with input from relevant agencies, organizations, and community groups.
- G. Providing opportunities, when appropriate, for Councilmembers to be present during emergency exercises as observers and solicit their feedback after an event.
- H. The Committee shall work with the City's Emergency Preparedness Manager when performing its assigned duties and responsibilities.

2.16.130 Membership.

The Committee will be composed of up to nine residents appointed by the Council, one member selected by the Takoma Park Volunteer Fire Department, and one member selected by the Montgomery County Office of Emergency Management and Homeland Security.

Article 5. RECREATION AND COMMUNITY ENGAGEMENT COMMITTEE

2.16.140 Committee established.

There is established a Takoma Park Recreation and Community Engagement Committee.

2.16.150 Statement of purpose.

The purpose of the Recreation and Community Engagement Committee shall be as follows:

- A. To advise the City Council on how best to serve the diverse recreation needs of Takoma Park residents, including but not limited to reviewing and recommending policies and programs that concern recreational opportunities within the City, with a special emphasis on youth and seniors and broad and diverse participation.
- B. To advise the City Council regarding a range of community needs involving recreation, health, leisure, education, enrichment programs, and opportunities for social development.
- C. To identify for the City Council options and opportunities which may benefit the Takoma Park community by serving those needs.
- D. To advise the City Council on ways to enhance use of existing City-owned or City-operated facilities, including the Community Center, the New Hampshire Avenue Recreation Center, Heffner Park Community Center, and athletic fields maintained by the City to meet the objectives set forth in subsection (B) of this section.
- E. To advise the City Council of options and opportunities for recreational use of other public community facilities in the area and to suggest to the Council new facilities which may be needed.

Article 6. GRANTS REVIEW COMMITTEE

2.16.160 Committee established.

There is established a Takoma Park Grants Review Committee.

2.16.170 Statement of purpose.

The purpose of the Grants Review Committee is to serve in an official advisory and coordination role to the City Council on all matters related to awarding grants through the Community of Quality of Life Grant Program.

2.16.180 Duties and responsibilities of the Committee.

The Grants Review Committee shall evaluate grant applications based on established program priorities, program guidelines, and available funding and to forward funding recommendations to the City Council for consideration.

Article 7. YOUTH COUNCIL

2.16.190 Council established.

There is established a Takoma Park Youth Council.

2.16.200 Statement of purpose.

The purpose of the Youth Council is to serve in an official advisory and coordination role to the City Council on all matters related to and of importance to youth.

2.16.210 Duties and responsibilities of the Council.

- A. 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.
- B. To help the City Council to address and accomplish the goals of this community by working directly with the representatives of youth.
- C. To serve the youth of Takoma Park by: informing the Takoma Park municipal government of the needs and wishes of youth; planning and implementing social, educational, cultural and recreational activities for the youth; working with the Mayor, City Council, City department heads, schools, civic clubs, and service organizations to provide service and leadership opportunities for the youth of the City; and, helping to instill a feeling of positive self-worth and esteem, teaching respect for the rights of others, and promoting community pride.

2.16.220 Membership.

- A. The Youth Council shall consist of up to 11 Takoma Park youth appointed by the City Council representing a cross-section of the City's youth.
- B. The Youth Council shall report to the City Council the names of the elected Chairperson and Vice Chairperson.
- C. All members shall be in grade levels 7 through 12, except the Chairperson shall be in the 11th or 12th grade.
- D. The term of each member shall be one year. Members are eligible to reapply annually if they meet member eligibility requirements.
- E. Members must meet the following qualifications:
 - 1. Remain residents of the City;
 - 2. Attend meetings on a regular basis and inform the Youth Council of absences prior to meetings;
 - 3. Maintain at least a 2.5 grade point average for the current school year;
 - 4. Fulfill the responsibilities of the office held; and
 - 5. Set an example for youth in the community.
- F. In addition to other bases for removal set forth in this chapter, a member can be removed from the Youth Council if they fail to sustain any of the above qualifications.
- G. Vacancies shall be filled by the City Council for the remainder of the unexpired term.
- H. Members shall be appointed annually at the start of the school year and shall serve one-year terms.

Article 8. NUCLEAR-FREE TAKOMA PARK COMMITTEE

2.16.230 Committee established.

There is established a Nuclear-Free Takoma Park Committee. Committee members shall have collective experience in the areas of science, research, finance, law, peace and ethics.

2.16.240 Statement of purpose.

The purpose of the Nuclear-Free Takoma Park Committee is to fulfill the duties and responsibilities assigned to it by the City Code and to perform such other tasks as Council may direct from time to time.

2.16.250 Duties and responsibilities.

The Committee shall have the following duties and responsibilities:

- A. The Committee may review any work within the City which it has reason to believe is not in compliance with Section 14.04.040 of the Takoma Park Nuclear-Free Zone Act. The Committee shall notify the City Council and the City Manager of a suspected violation of the Takoma Park Nuclear-Free Zone Act.
- B. The Committee shall review existing City contracts, awards, purchase orders and investments and may review proposed contracts, awards, purchase orders and investments to assure compliance with Sections 14.04.050 and 14.04.060 of the Takoma Park Nuclear-Free Zone Act. If the Committee finds any contracts, awards, purchase orders or investments in violation of the Takoma Park Nuclear-Free Zone Act, it shall, in conjunction with the City Manager, make recommendations to the Mayor and Council regarding the existence of reasonable alternatives.
- C. The Committee, in conjunction with the City Manager, shall propose a socially responsible investment policy and implementation plan as specified in Section 14.04.050 and, upon the adoption of the policy and plan, shall annually thereafter review the investment policy to ensure its conformity to the Takoma Park Nuclear-Free Zone Act.
- D. The Committee shall, through the collection of materials, newsletter articles, cable television programming, public forums and other means, provide public education and information on issues related to the intent and purpose of the Takoma Park Nuclear-Free Zone Act. In performing this task, the Committee shall cooperate with City staff, the Nuclear Freeze Task Force and other interested community groups and individuals.
- E. The Committee shall maintain a collection of current materials concerning the production of nuclear weapons and the components thereof and the transportation of high-level nuclear waste resulting from the production of nuclear weapons and nuclear energy. From this information and from consultations with individuals and organizations involved in the nuclear weapons and nuclear energy debate, the Committee shall annually prepare and report to the City Council a list of nuclear weapons producers to guide the City, its officials, staff and agents in the implementation of Sections 14.04.050 and 14.04.060 of the Takoma Park Nuclear-Free Zone Act. The Committee shall also make recommendations to the City Council from this information and from consultations with individuals and organizations involved in the transportation of high-level nuclear waste on how best to promote the safety and welfare of the City from harmful exposure to high-level nuclear waste.
- F. Before a waiver of the provisions of Sections 14.04.060(A), (B) or (C) pursuant to Section 14.04.060(F) may be sought, the Committee, in conjunction with the City Manager or his or her designee, shall conduct a diligent search to determine the availability of reasonable alternative sources for a necessary product or service,

except, however, the City Manager or his or her designee and/or the Committee's unwillingness or inability to conduct such a search shall not preclude actions by the Mayor and Council pursuant to Section 14.04.060(F).

Takoma Park Boards and Commissions

From Takoma Park Municipal Code – Chapter 2.17:

2.17.010 Boards and commissions.

The City has established the following boards and commissions elsewhere in the City Code:

Board or Commission	Term Length (Years)	Expiration
Ethics Commission (Section 3.04.050 et seq.)	3	June 30th
Board of Elections (Section 5.24.020 et seq.)	3	June 30th
Commission on Landlord-Tenant Affairs (Section 6.24.010 et seq.)	3	June 30th
Tree Commission (Section 12.04.030 et seq.)	3	June 30th
Noise Control Board (Section 14.12.140)	3	June 30th

2.17.020 Boards and commissions generally.

- A. Boards and commissions are charged with the duties assigned to them in the City Code.
- B. The authority of such entities is limited to that extended to them by the City Code and other applicable law.
- C. Each board and commission is required to report the status of its work annually or at the request of City Council.
- D. Membership of boards and commissions shall be in accordance with the provisions of this section unless otherwise provided by City Code.
 1. Unless provided otherwise in the applicable section of the City Code, only City residents may serve on boards and commissions.
 2. Members of a board or commission may apply to serve and shall be confirmed and appointed by a majority vote of City Council.
 3. Beginning in 2021, the initial terms for one-third of a board or commission's members will end on June 30, 2022, one-third of the members will expire on June 30, 2023, and one-third will expire on June 30, 2024. In the event that the membership of a board or commission is not evenly divisible by three when creating the staggered terms, the appointments shall be evenly distributed in the one-year and two-year staggered terms. The three-year staggered term shall contain the odd number of appointments.
 4. After the initial terms have expired, all terms of office will be staggered three-year terms. Said terms shall begin on July 1st and end June 30th.
 5. Vacancies may be filled by the Council for the remainder of any unexpired term.
- D. Organization.
 1. Each board or commission shall consist of the number of members stated in the provisions of the City Code establishing each board or commission.

2. Each board and commission shall operate under a set of rules of procedure necessary to accomplish its purposes, which shall be provided by the board or commission to Council for review by the City Attorney periodically, but not less than every five years.

E. Meetings.

1. Boards and commissions shall meet at least once every quarter or as often as required to fulfill their purposes.

2. All meetings shall be open to the public and are subject to the Maryland Open Meetings Act unless otherwise permitted or required by applicable law. Meeting notices and agendas shall be prepared and submitted to the City Clerk and posted in advance of any meeting in accordance with State law. Written records of proceedings and attendance shall be maintained by the board or commission and provided to the City Clerk for safe keeping. A report on the activities of each entity shall be submitted to the City Council once per year and as directed by Council.

3. Meetings shall be held at times that facilitate and allow for member attendance and ease of public attendance.

4. Meetings must take place at a City government building and may occur in person or virtually, so long as such is announced in advance. Meetings may include a virtual attendance option for members and for the public.

5. At least three members of every board and commission shall maintain current Open Meetings Act certification and provide a copy of the certification to the City Clerk.

6. Each board and commission shall designate an individual who shall be responsible for preparing meeting agendas and minutes, and coordinate publishing and storage of the same with the City Clerk.

F. Staff Liaison. The City Manager shall assign a member of the City staff to act as a staff liaison to each board and commission, who shall provide general support to the board or commission.

G. Member Conduct.

1. Members are expected to attend each meeting of the entity on which they serve. Members may miss a scheduled meeting for cause. A member who misses more than one-third of the meetings of the entity on which they serve in any calendar year may face removal from the same.

2. Members are expected to adhere to the Code of Conduct established by the City Council for Boards, Commissions, Committees, and Task Forces

3. Council, by resolution, may remove a member from their position upon finding a violation of the Code of Conduct, no longer meeting the requirements for membership, or otherwise not fulfilling the duties of a member.

2.17.025 Interpretation of chapter.

This chapter shall be interpreted as supplementing existing Code provisions establishing quasi-judicial boards and commissions to promote uniformity in organization, membership, and procedures where applicable. If any provision in this chapter is interpreted as conflicting with another provision of the City Code addressing City boards and commissions, the non-Chapter 2.17 provision shall be controlling.

**Title 5
ELECTIONS**

Chapter 5.24

BOARD OF ELECTIONS

The City of Takoma Park Board of Elections is established. The Board of Elections shall be composed of up to seven members who shall be appointed by the Council. The Council shall make every effort to ensure that the Board of Elections includes representatives from each Council ward.

5.24.020 Membership and term of office.

A. Qualifications. Members of the Board of Elections shall be qualified voters of the City and shall not hold or be a candidate for any elective office in government (Federal, State, County, or local) during their term on the Board. Members of the Board of Elections also shall not serve as the treasurer or campaign manager for any candidate for City elective office or be an advocate for or against any campaign or ballot referendum question in a regular or special City election. Any member who ceases to meet the qualifications for membership on the Board of Elections shall automatically forfeit his or her membership on the Board and the Council may act to fill the vacancy.

B. Term. Members of the Board of Elections shall serve staggered three-year terms. All terms shall begin on July 1st and end on June 30th. Midterm vacancies on the Board of Elections shall be filled by the Council for the remainder of the unexpired term.

C. Oath of Office. A member of the Board of Elections shall take an oath of office upon assuming their initial term.

D. Removal. Any member of the Board of Elections may be removed by the Council before the member's term has expired if the Council determines that the member has become incapacitated, has failed to reasonably perform their duties as a member of the Board of Elections, or for other good cause. Before removal, a member of the Board of Elections who is proposed to be removed shall be given written notice of the proposed removal and the reasons for such action. If the Board member requests a public hearing on the proposed removal within 10 days after receipt of the written notice, then the Council shall conduct a hearing before acting on the proposed removal. Any member who fails to attend, without being properly excused by the Chairperson, three or more consecutive meetings of the Board, or a majority of five consecutive meetings, shall be deemed to have provided good cause for removal by the Council.

5.24.030 Administration.

A. Officers. The Board of Elections shall elect a Chairperson and Vice Chairperson for a one-year term or until a successor is elected.

B. Quorum. A majority of the members of the Board of Elections shall constitute a quorum for the transaction of business.

C. Meetings. The Board of Elections shall meet as required to perform its duties, but at least once a year. Regular or special meetings shall be convened by the Chairperson or by a majority of the members of the Board of Elections.

D. Administrative Regulations and Rules of Procedure. The Board of Elections may adopt administrative regulations and rules of procedure to further regulate the activities of the Board.

E. The City Attorney shall be the legal advisor to the Board of Elections.

5.24.040 Duties of the Board of Elections.

The Board of Elections shall:

- 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. Identify additional qualified individuals for appointment as election judges and workers during a regular or special City election;
- H. Investigate and decide allegations of violations of the City of Takoma Park's election laws;
- I. Direct that corrective action be taken with respect to any election-related violation;
- J. In the event an election issue arises that is not addressed in the City of Takoma Park's Charter or Code or the Board of Elections Regulations, the Board of Elections may, at its sole discretion, apply the election laws of the State of Maryland or another local government in the State of Maryland to resolve the issue; and
- K. 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.

**Title 6
HOUSING**

Chapter 6.24

COMMISSION ON LANDLORD-TENANT AFFAIRS*

6.24.010 Establishment.

The City of Takoma Park Commission on Landlord-Tenant Affairs is established. The Commission shall consist of at least seven, but no more than 12 members appointed by the Council. The Council shall make every effort to ensure that the Commission has representation from landlords, tenants and homeowners.

6.24.020 Jurisdiction.

The Commission is empowered to 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.

6.24.030 Membership.

- A. Qualifications. All Commission members shall be residents of the City except that there may be a maximum of four members who are not residents of the City if such members own or manage rental housing in the City.
- B. Appointments and Terms of Office. Each member of the Commission shall be appointed for a term of three years, which shall begin on July 1st.
 - 1. The initial term of a Commissioner who is appointed to replace a member who cannot complete his or her term shall be for the remainder of the term of the member being replaced.
 - 2. A Commission member who resigns, whose term expires or who ceases to reside in Takoma Park, may, at the discretion of the Commission chairperson, continue as an inactive member of the Commission to complete work on cases on which he or she participated as an active member of the Commission. This participation may include the approval and signing of Commission opinions and orders.
- C. Removal. The Council may, by resolution, remove a Commissioner before the Commissioner's term has expired if the Council determines that the Commissioner has become incapacitated or has failed satisfactorily to perform his or her duties as a Commissioner, or has violated Chapter 3.04, Ethics.
- D. Reappointment. The Council, at its discretion, may reappoint a Commissioner prior to the expiration of the Commissioner's term. There is no limit to the number of terms that an individual may serve on the Commission.

6.24.040 Administration.

- A. The Commission shall elect a chairperson and a vice chairperson for a one-year term or until a successor is elected.
- B. A Commissioner may serve a maximum of three consecutive terms in any one office.
- C. At least one-half of the Commissioners shall constitute a quorum for the transaction of business. A majority vote of those present shall be sufficient for any official action taken by the Commission.

D. The Commission shall meet at least once a year and as often as required to perform its duties.
E. At the request of a majority of the Commissioners or the Executive Director or his or her designee, a regular or emergency meeting of the Commission shall be convened.

F. Written notice shall be given to all Commissioners at least five calendar days prior to any regular meeting, and notice of the meeting shall be published in accordance with the Maryland Open Meetings Act.

G. Notice of an emergency meeting shall be given in writing or orally to all Commissioners at least 24 hours prior to an emergency meeting.

6.24.050 Commission rules of procedure.

The Commission shall promulgate rules of procedure that further regulate the operations of the Commission in accordance with Chapter 2.12, Administrative Regulations.

Title 3 ETHICS
Chapter 3.04 ETHICS

3.04.050 ETHICS COMMISSION.

A. There shall be a City Ethics Commission, which is composed of up to seven members appointed by the Council. The Commission shall have the following responsibilities:

1. To devise, receive, and maintain all forms generated by this chapter.
2. To provide, at the request of any person concerning the application of this chapter to an actual situation or one seriously contemplated, written advisory opinions. The Commission shall respond promptly to these requests, providing interpretations of this chapter based on the facts provided or reasonably available to it. The Commission shall, to the extent practicable, publish its advisory opinions with any information that would identify the subject of the opinion deleted. The publication of advisory opinions shall include the publication of a summary of the advisory opinion in the City Newsletter and the posting of the advisory opinion on the City's website.
3. To investigate, hear, and decide any inquiry or complaint filed by any person regarding an alleged or potential violation of this chapter. The Commission has the power of subpoena to require the attendance of persons and the production of documents. If any person refuses to comply with a subpoena of the Commission, the Commission may initiate a suit in equity in the Circuit Court to enforce compliance with the subpoena.
4. To conduct a public information program regarding the purposes and application of this chapter.
5. To 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. To promulgate regulations to accompany this chapter.
7. To 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.

B. The members of the Commission are appointed to staggered three-year terms and may only be removed by the Council for cause. "Cause" includes neglect of duty, misconduct in office, a disability rendering the member unable to discharge the powers and duties of the office or a violation of this chapter. Any vacancy occurring on the Commission is filled for the unexpired term in the same manner as provided for appointments to the Commission. Commission members shall not serve past the expiration date of their term.

C. Consistent with the provisions of State and City laws and ordinances, the Commission shall operate under Robert's Rules of Order or such rules as it may promulgate.

D. Its members shall take an oath of office.

E. The Commission may establish three-member review panels to investigate and adjudicate inquiries and complaints or respond to requests for advisory opinions.

F. Each year the Commission shall elect one of its members as Chair and one of its members as Vice Chair. The Chair shall preside over meetings, assign members to such review panels as may be established and carry out other duties as may be established in the Commission's rules. The Vice Chair shall act as Chair in the absence of the Chair.

G. Its members are authorized to administer oaths.

H. The City Manager shall make available to the Commission such staff assistance as may be needed and shall provide appropriate space and security for Commission records.

I. Except as prohibited in Section 3.04.060(M), the City Attorney shall assist the Commission in carrying out its responsibilities at the Commission's discretion.

Title 12 TREES AND VEGETATION
Chapter 12.04 GENERAL PROVISIONS

12.04.130 TREE COMMISSION

- A. Establishment. A Tree Commission is established to preserve, protect and promote the urban forest of Takoma Park.
- B. Composition. The Tree Commission is composed of up to seven City residents appointed by the Council.
- C. Function. The Tree Commission, with the assistance of the Urban Forest Manager, shall 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.

Title 14

HEALTH AND SAFETY

Chapter 14.12

NOISE CONTROL

14.12.140 NOISE CONTROL BOARD

A. Establishment and Membership.

1. A City Noise Control Board is established to assist and advise the City on noise control issues, including administration and enforcement of this chapter, and to adjudicate noise disturbance complaints.
2. The Board shall consist of up to seven active members appointed by the Council.

B. Hearings on Noise Disturbance Complaints.

1. When a noise disturbance complaint under Section 14.12.130(E) is received, the Board shall schedule a hearing on the complaint and give reasonable advance notice of the date, time, and place of the hearing before the Board to the persons who filed the noise disturbance complaint (“the complainant”) and the alleged violator. The alleged violator also shall be served with a copy of the noise disturbance complaint.
2. The hearing notice and noise disturbance complaint shall be deemed to be properly served on the alleged violator if the notice and complaint is:
 - a. Delivered to the alleged violator personally;
 - b. Sent by certified mail and the return receipt is returned indicating that the certified mail was received by the alleged violator;
 - c. Left at the alleged violator’s residence or place of business with a person of suitable age and discretion; or
 - d. Mailed by first-class mail to the last-known address of the alleged violator or emailed to the alleged violator and posted in a conspicuous location on the property where the noise disturbance violation is alleged to have occurred.

C. Hearing Process.

1. The Chairperson of the Board is authorized to designate three active members of the Board to sit as a panel to conduct a hearing on any noise disturbance complaint. The Chairperson of the Board shall endeavor to rotate panel membership from time to time among the active members of the Board. If the parties agree, a hearing may proceed before two members of the Board.
2. The hearing shall be open to the public. At the hearing, the complainant and the alleged violator may present testimony and evidence to substantiate any material point. All testimony shall be given under oath or affirmation. Each party shall have the right to cross-examine opposing witnesses, to submit rebuttal evidence, and to present summation and argument. The Board panel also may ask questions of witnesses and enter its own evidence.
3. The Board panel may admit and consider evidence which would be commonly accepted by reasonable and prudent people as having a causal relationship to the matter before the Board panel. The Board panel may exclude from evidence irrelevant and repetitious testimony and documents.

4. The burden of proof of establishing a violation of the noise control ordinance shall be on the party who filed the noise disturbance complaint and shall be met by a preponderance of the evidence.

5. An audio or video record of the hearing shall be made. The record of the case shall consist of the recording and any written documentation accepted into the case file. The record of the case shall be open to inspection by any person. Upon request, the Board shall furnish a copy of the record of the case to any person at the cost of supplying the same.

D. Decision of the Board on a Noise Disturbance Complaint.

1. After due consideration of the evidence and testimony presented at the hearing, the Board shall issue its decision on the noise disturbance complaint and give notice of its decision to all parties to the case. The Board's decision may be announced orally, following the hearing, or the Board may take the case under advisement and issue a written decision on the noise disturbance complaint within a reasonable time following the hearing.

2. In the event that the Board finds in favor of the complainant on the noise disturbance complaint, the Board may order the violator to cease and desist from the conduct or activity which created the noise disturbance and/or to take other corrective action in order to abate or correct the violation of this chapter.

E. Appeals from a Board Decision on a Noise Disturbance Complaint. Within 30 days of the issuance of a decision on a noise disturbance complaint, a person who was a party to the proceedings before the Board and who is aggrieved by the decision may file a petition for judicial review in accordance with Title 7, Chapter 200, Judicial Review of Administrative Agency Decisions, of the Maryland Rules of Procedure, as amended.

F. Enforcement of Board Decision on a Noise Disturbance Complaint.

1. A violator who fails to comply with a Board decision on a noise disturbance complaint may be issued a municipal infraction citation for a Class A offense.

2. In addition to any penalty provided herein, compliance with a Board decision may be enforced by any appropriate action, at law or equity, in any court of competent jurisdiction.