

Boards and Commissions

for Charles County Government
Training



GOAL

- Provide a comprehensive guide to the roles and responsibilities of Boards and Commissions members, clerks and staff liaison.

OVERVIEW

- General guidance
- Commissioner appointments
- Expectation of volunteers
- Responsibility of Chairpersons
- Responsibility of Staff Liaisons/Clerks
- Roles of Members



PURPOSE OF BOARDS AND COMMISSIONS

- Provide an important service to County Government and the community
- Gather and act on public input
- Act as a voice for the public

ROLE OF THE CHAIR

- Ensure a supportive and inclusive environment
- Coordinate activities
- Set the tone for the group
- Run meeting and board effectively

ROLE OF THE CLERK/STAFF LIAISON

- The Staff Support/Clerk serves as a liaison with the Board and the Clerk's Office to support and facilitate the specific charge of that Board.
- Attend scheduled meetings and help facilitate discussion of issues on the agenda during the meeting
- Most often this person is a Charles County Government employee. In some instances, the Staff Support/Clerk is not a Charles County Government with the same responsibilities
- Special provisions will be made in these instances for designated Department staff to assist with duties requiring internal computer access
- Review the "New Member Checklist" and provide needed support to new members

TERM EXPIRATION (FOR CLERKS/STAFF LIAISONS)

- The designated Assistant Clerk to the Commissioners will proactively run expiration reports for all Boards and Commissions to track upcoming term expirations six months in advance.
- The Assistant Clerk to the Commissioners will coordinate with the Chairperson and Staff Support/Clerk of each specific Board or Commission via email regarding upcoming term expirations.
- The Chairperson and Staff Support/Clerk of each specific Board or Commission should be proactively monitoring their respective members' terms also.
- The Chairperson and Staff Support/Clerk should query the member whose term expiration is approaching as to whether the member wishes to be considered for reappointment, if eligible,. This information should be forwarded to the designated Assistant Clerk to the Commissioners via email



NEW MEMBER CHECKLIST (FOR CLERKS/STAFF LIAISONS)

- Contact new member within one week of receiving notice of appointment
- Welcome new member and give contact information of staff support, chairman
- Review charge of Board or Commission
- Provide schedule of meetings, times and location
- Provide a copy of the upcoming agenda and review basic flow of meetings
- Direct member to Code of Ethics on website to review before first meeting. Have member sign acknowledgment at first meeting
- Review “Member Responsibilities” as outlined in the Boards and Commissions Manual (direct member to website for the full Boards and Commissions Manual)
- Introduce new member to the Board and Commission and verify all contact information
- Have member sign and complete any paperwork needed for that Board or Commission (i.e. confidentiality etc.)
- [NEW MEMBER CHECKLIST](#)

ROLES OF MEMBERS

- Boards and Commissions members shall always operate as a non-political, non-partisan member
- Members may serve on only one (1) Commissioner-appointed Board or Commission at a time, unless specified by County Code or the charge of a specific short-term task force
- Attend and participate in scheduled meetings
- Maintain up-to-date knowledge of topics and concerns being addressed by their Board or Commission
- Adhere to the Code of Civility , Code of Ethos, and CC Attendance policies, and any policy and procedure of their Board or Commission

BOARDS AND COMMISSIONS REPORTS

- Attendance Report and Annual Report are due in January
- Email reminders will start going out in fall to prepare and remind
- Each board will present their annual report during the Board of County Commissioner Sessions during an open session meeting



BOARDS AND COMMISSIONS ATTENDANCE POLICY

- [BCC Attendance Resolution](#)
- The Charles County Board of County Commissioners decide if a member is removed due to nonattendance and take extenuating circumstances and the Board or Commission's recommendation into consideration when making this decision.

ATTENDANCE REPORTS

- Chairs must forward an attendance report at the end of each year to the Clerk's Office who will then review and present a summary to the Board of County Commissioners to include any recommendation for a member(s) to be removed due to nonattendance.
- [Sample Copy of an Attendance Report](#)

BOARDS AND COMMISSIONS WEBPAGES

Clerks/Staff Liaisons are required to update the Charles County Boards and Commissions webpages with the following information:

- Agendas (at least one(1) week in advance)
- Meeting Minutes (within a week after final approval of the Board)
- Updated meeting schedule
- Current members names

BOCC WEBPAGE REFERENCE



Charles County
Maryland

SERVICES

OUR COUNTY

GOVERNMENT

BUSINESS

I WANT TO...



Meeting Agendas & Minutes

Meetings on Demand (Previously Recorded)

Adult Guardianship Review Board

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The Board provides impartial oversight of the care and services provided for the individuals under public guardianship, reviews the current status of health and welfare of these persons, and make recommendations as to whether guardianship should be continued as established, modified, or terminated. The Board meets twice a year (April and October) and on an emergency basis when needed.

Contact Name: Department of Community Services

Phone: 301-934-9305, 301-870-3388

Board Members

- Linda Stansbury, Chair
- Kaitlyn Ott, Staff Contact
- Lorenzo Childress
- Linda Hamel
- Allison Hartley
- Jessica Talley
- James Person
- William Morgan
- Lynn Murphy
- Sequaya Tasker
- Albert Williams

OPEN MEETINGS ACT

- *All Boards and Commission members should complete this free online training*
- [Open Meeting Act Manual](#)
- [Open Meetings Act Introduction Training](#)
- Maryland's Open Meetings Act is a statute that requires many State and local public bodies to hold their meetings in public, to give the public adequate notice of those meetings, and to allow the public to inspect meetings minutes. The Act permits public bodies to discuss some topics confidentially. The Act's goals are to increase the public's faith in government, ensure the accountability of government to the public, and enhance the public's ability to participate effectively in our democracy.

I LEGISLATE

- iLegislate is the platform used to access meeting agendas and minutes for all of the Boards and Commissions.
- Please review the following [iLegislate presentation](#) for instructions on how to download and access iLegislate.

MEETING MINUTES

- The purpose of taking meeting minutes is to have a summation and point of reference to record the points discussed.
- Minutes are to include essential details such as the date of the meeting, a list of attendees, agenda for the meeting and any action taken or required. Minutes are a way to track of the essence of a meeting and the progress of action and planning.
- Open meeting minutes and closed meeting minutes are to be recorded and approved for all Boards and Commissions meetings. Open meeting minutes should only reference if a closed meeting took place and should cite the provision for which that portion of the meeting is closed and a “form of statement for closing a meeting” should be completed and attached to the minutes.
- Closed session minutes should be recorded separate from the open meeting minutes and are not made available to the public.

PUBLIC INFORMATION AND OPEN MEETINGS

- The exercise of the powers of the Boards and Commissions shall follow all relevant provisions of the Maryland Public Information Act, State Government Article § 10-611 et. seq., and the Open Meetings Law, State Government Article § 10-501 et. seq. All Boards and Commissions meetings shall be open to the public. The Board and Commission has the right to close the public meeting for a closed session to discuss certain personnel issues, confidential business proprietary matters, and for other purposes as permitted by the Open Meetings Law (see attached Form of Statement for closing a Meeting).
- Meeting notices for scheduled meetings shall be posted on the County's official bulletin board located in the atrium of the Charles County Government building at the entrance of the Commissioners' Meeting Room five (5) business days prior to the meeting. Notices for unplanned or emergency meetings shall be posted as soon as possible on official bulletin board. Meeting notices shall also be posted on the Charles County Government website via the ICG Workgroup Application. (See SOP#CC.1.009)

CODE OF ETHICS

- Chapter 170, Charles County Code of Ethics
- Members of all Boards and Commission are subject to, and must adhere to, the provisions of the Charles County Code of Ethics (Charles County Code Chapter 44 – *Ethics* and Chapter 170 – *Ethics, Code of*).
- Upon appointment, the Staff Support/Clerk shall provide each member with a copy of the Code of Ethics.
- Members are requested to acknowledge receipt of the Code of Ethics, in writing and this is to be forwarded to the designated Clerk/Staff Liaison.

ETHIC LAWS & REQUIREMENTS

- Financial conflicts of interest
- Prohibited employment
- Misuse of position and property.
- Disclosing confidential information
- Regulations
- Political activities being separate from Boards and Commissions job
- Solicitation of gifts
- How to handle ethical issues
- Questions relating to ethical issues

RULES OF ORDER

- A quorum must be present for business to be conducted
- All members have equal rights, privileges and obligations
- No person should speak until recognized by the chair
- Personal remarks or side discussions during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at one time

CHARLES COUNTY/MARYLAND CODE

- For [Charles County Code](#), navigate Chapters for specific topics or locate the search bar and enter by word. Chapters update annually.
- For [Maryland Code](#), navigate through topics through the directory to find specific topics (ex: Correctional Services, Agriculture)
- Maryland Code provides guidance for the Charles County Code. Local Government cannot implement law that contradicts state law.

QUICK REFERENCE GUIDE:
ROLES & RESPONSIBILITIES OF
CLERKS, STAFF SUPPORT AND CHAIRMAN
OF
BOARDS AND COMMISSIONS

Disclosure: This is a quick reference guide for roles and responsibilities of Clerks, Staff Support and Chairman. It covers the basics, if you notice something is not covered, please reach out to the Clerk's Office.

Clerk/Staff Support

The Clerk/Staff Support serves as a liaison with the Boards and Commissions and the Clerk's Office in providing support and facilitation of the specific Board or Commission's charge.

This person is usually a Charles County Government employee. In the instances, the Clerk/Staff Support is not a Charles County Government employee special provisions will be made for posting on the County website.

Clerk/Staff Support must:

- Contact new member(s) when you receive appointment letters and updated roster.
- Reach out to new member(s) within five (5) days of receiving an appointment letter.
- Provide new member(s) current meeting information, their orientation date and any other relevant information pertaining to the Board or Commission.
- Conduct new member(s) orientation.
- Provide members with copies of the organizational documents for their respective Board or Commission, including the Code of Ethics, Code of Civility, and the BCC Attendance Resolution.
- Forward to the Clerk to the Commissioners' Office, the written acknowledgement form of receipt for the Code of Ethics and other forms by members within one (1) week of a new members' first meeting.
- Maintain current and up to date contact information for each Board or

QUICK REFERENCE GUIDE

FOR MORE DETAILS REGARDING BOARDS AND COMMISSIONS, PLEASE VIEW THE
[QUICK REFERENCE GUIDE](#) PROVIDED.

BCC MANUAL

[Link to Boards and Commissions Manual](#)



Charles County Government
200 Baltimore Street, La Plata, MD
MD Relay Service: 7-1-1

Equal Opportunity Employer

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

www.CharlesCountyMD.gov