

**COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND**

**2020 Legislative Session**

**Legislative Day No. 06**

**RESOLUTION NO. 17-2020**

Introduced by: The President of the Council at the request of the County Executive

**A RESOLUTION ADOPTING BYLAWS FOR THE WICOMICO COUNTY YOUTH ADVISORY COMMISSION.**

WHEREAS, Section 508 of the Wicomico County Charter provides for the County Executive to appoint Advisory Boards to assist in the consideration of County administrative policies and programs; and

WHEREAS, the County Executive desires to appoint a Wicomico County Youth Advisory Commission to provide recommendations regarding public policies and programs that affect the future of Wicomico County youth; and

WHEREAS, the Wicomico County Youth Advisory Commission shall operate according to Bylaws approved by the County Executive and the County Council; and

WHEREAS, the County Executive has approved the Bylaws; and

NOW, THEREFORE, BE IT RESOLVED, by the County Council of Wicomico County, Maryland, that the Bylaws of the Wicomico County Youth Advisory Commission are hereby adopted.

DONE at Salisbury, Maryland this 17<sup>th</sup> day of March, 2020.

ATTEST:

*Laura Hurley*  
Laura Hurley, Council Administrator

COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND  
*Larry W. Dodd* (SEAL)  
Larry Dodd, Council President

**CERTIFICATION**

THIS RESOLUTION was Adopted \_\_\_\_\_, Adopted with Amendments , Failed \_\_\_\_\_, Withdrawn \_\_\_\_\_ by the County Council on \_\_\_\_\_, 2020.

Certified by *Laura Hurley*  
Laura Hurley, Council Administrator1

**BYLAWS  
OF THE WICOMICO COUNTY YOUTH ADVISORY  
COMMISSION**

**Article I  
NAME**

The name of this organization shall be the Wicomico County Youth Advisory Commission (hereinafter "Body").

**Article II  
PURPOSE OF THE BODY**

The purpose of the Body is to advise the Wicomico County Government by providing feedback and recommendations regarding public policies and programs that affect the future of Wicomico County youth and to take a leadership role in creating meaningful change. (hereinafter "the Public Activity").

**Article III  
FUNCTIONS OF THE BODY**

To accomplish its purpose, the Body shall meet regularly, consider and advise on the following related to the Public Activity:

1. Any duty or responsibility assigned to the Body by statute, public local law or ordinance;
2. Program operations;
3. Policies, procedures and potential areas of improvement;
4. Identification of needed improvements, safety issues, and capital projects regarding any physical facilities;
5. Adherence to current Federal, State and Local regulations and standards;
6. Use and implementation of quality control measures;
7. Operating expenses and revenues;
8. Public education; and
9. Identification of needs and the best interests of the citizens of Wicomico County; The Body ~~shall~~ MAY report annually to the County Executive and County Council at a regularly scheduled County Council meeting.

**Article IV**  
**MEMBERSHIP**

***Section 1. Members.***

Membership shall be in accordance with the legal authority governing the Body.

***Section 2. Appointment.***

All Body members shall be appointed by the County Executive subject to confirmation by the County Council in accordance with Section 315 of the County Charter.

***Section 3. Term of Office.***

For the first terms, fifty percent of the appointed members will be appointed for an initial term of one year and fifty percent will be appointed for an initial term of two years. After the initial terms, each member appointed or reappointed will serve two years or until a successor is appointed.

***Section 4. Voting.***

Each voting member, including the Chairperson, shall be entitled to one vote on each matter submitted to a vote.

***Section 5. Alternates.***

The County Executive of Wicomico County ~~may~~ SHALL appoint one or more alternate members, subject to confirmation by the County Council. If a member is absent, an alternate member may sit as a voting member and, once seated, shall be counted in determining a quorum.

***Section 6. Attendance at meetings.***

Members are expected to attend all meetings. If any appointed member fails to attend three (3) consecutive regular meetings, with or without reasonable cause, or is absent from 50% of the regularly scheduled meetings during any calendar year, the Chairperson shall notify the County Executive of the absences, for appropriate action pursuant to paragraph 7 below.

***Section 7. Removal of Body Members.***

A member may be removed for excess absences as stated in Section 6 above or for any other specific reason as determined by the County Executive.

***Section 8. Resignation.***

Any member desiring to resign shall submit a resignation in writing to the County Executive.

***Section 9. Vacancies.***

A vacancy, because of death, resignation, removal, disqualification or otherwise, shall be filled by the County Executive, subject to confirmation by the County Council, for the remainder of the term.

***Section 10. Compensation.***

Members of the Body shall serve without compensation.

***Section 11. Ethics Ordinance.***

All members must adhere to the provisions of the Wicomico County Ethics Law, Chapter 37 of the Wicomico County Code.

**Article V  
OFFICERS**

***Section 1. Officers.***

The Officers of the Body shall be a Chairperson, Vice-Chairperson and Secretary.

***Section 2. Chairperson of the Body.***

Except as otherwise provided by law or direction of the local governing body of Wicomico County, the Chairperson shall (1) preside at all meetings; (2) set the agenda for the meetings; (3) appoint all committees and subcommittees authorized by the members; (4) sign any document or instrument which the members have authorized to be executed; and (5) in general shall perform all duties as may be prescribed by the members from time to time.

***Section 3. Vice-Chairperson.***

In the absence of the Chairperson, the Vice-Chairperson shall perform all of the duties of the Chairperson and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned by the Chairperson or, in the alternative, requested by a majority vote of the members.

***Section 4. Secretary.***

The Secretary shall cause to be made and maintained a record of proceedings, deposit copies of approved Board meeting minutes with the County Executive and prepare correspondence and other materials as directed and authorized by the members.

***Section 5. Past Chair.***

Will serve as resource for current officers.

***Section 6. Election of Officers.***

The members shall elect a Chairperson, Vice-Chairperson and Secretary from its membership every year, and it may also elect such other officers as may be necessary from its membership. Election of officers shall take place at an annual meeting to be held in the month of January.

***Section 7. Removal.***

Any officer elected by the members may be removed from office by a vote of two-thirds of the members.

***Section 8. Vacancies.***

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by ~~a majority vote of the members~~ THE COUNTY EXECUTIVE, SUBJECT TO CONFIRMATION BY THE COUNTY COUNCIL, for the unexpired portion of the term.

**Article VI  
COMMITTEES**

The members may, from time to time, establish subcommittees to study specific matters and report to the full forum.

**Article VII  
MEETINGS**

***Section 1. Regular Meetings.***

Regular meetings of the members shall be held at least six (6) times in a calendar year. A schedule of regular meetings for each calendar year shall be adopted prior to the commencement of the calendar year.

***Section 2. Special Meetings.***

Special meetings may be scheduled by a majority vote of the members or called by the Chairperson, and shall be called by the Chairperson upon the written request of a majority of the members of the Body or executive committee.

***Section 3. Notice.***

Written or electronic notice of all meetings shall be provided to each member at least seven (7) calendar days prior to the date set for such meeting.

***Section 4. Recessed Meetings.***

Any regular or special meeting may be recessed upon a majority vote of the members and may be reconvened without additional notice provided that the date, time and place at which the meeting shall be reconvened is determined and announced in open session at the time of the recess.

***Section 5. Open Meetings Act.***

All meetings, including meetings of committees and subcommittees, shall be scheduled and conducted in accordance with the State of Maryland Open Meetings Act.

***Section 6. Agenda.***

The Chairperson shall ensure an agenda is prepared for each regular and special meeting and the agenda shall, in general, be as follows:

1. Call to Order
2. Roll call to determine the presence of a quorum
3. Presentation of minutes from the previous meeting
4. Presentation of Officers' and Committee Reports
5. Discussion of Old Business
6. Discussion of New Business
7. Adjournment

***Section 7. Quorum and Voting.***

Except as otherwise provided by law or direction of the local governing body of Wicomico County, a majority of the members established in accordance with the legal authority governing the Body shall constitute a quorum for the transaction of business at any meeting. All decisions shall be made by majority vote of the members present, including the Chairperson, at any meeting where a quorum is present and able to participate in the decision. In the absence of a quorum, all actions taken at the meeting shall be subject to ratification by the Body at the next meeting at which there is a quorum present.

***Section 8. Administrative Support.***

The ~~Wicomico County Council~~ LOCAL MANAGEMENT BOARD shall provide administrative support for the Body.

**Article VIII**  
**AMENDMENTS**

Bylaw amendments may be proposed by Commission members at regular meetings. If a majority of members at the meeting approve the amendment, it will be submitted to the County Executive and County Council for approval.