

# **By-laws of the Town of Upper Marlboro Historical Committee**

## **ARTICLE I— NAME, LOCATION**

This Committee shall be known as the Town of Upper Marlboro Historical Committee (TUMHC). The TUMHC is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17 and Ordinance 2012-02. These by-laws, and any amendments thereto, become effective when approved by the Town Board.

## **ARTICLE II— MISSION**

The purpose of the Town of Upper Marlboro Historical Committee is to bring together those people interested in the history of the town and its people. The major function is to discover, collect, advance, help preserve and disseminate knowledge of the Town of Upper Marlboro.

The activities of this committee include researching, compiling and promoting the history of the town and town government, locating and making recommendations for marking historical sites and structures, informing the community of historical activities, the preservation of the historical heritage of the Town of Upper Marlboro, the involvement of the community in historical preservation, and the interaction with other related agencies, groups and civic organizations involved in preserving historical heritage.

## **ARTICLE III— TUMHC MEMBERS**

Section 1: In October of each even-numbered year the Board of Commissioners appoints seven TUMHC members, of which the majority must be town residents, for two year terms, effective November 1 of that year. The Board also appoints the Chairperson and Vice-Chairperson. Additional roles and responsibilities will be assigned by a majority vote of the committee.

Section 2: Resignation and Vacancy: An officer may resign the office while not necessarily resigning membership of the TUMHC by submitting a letter to the TUMHC which shall be read into the official minutes. Vacancies occurring in any office other than Chairperson shall be filled for the remainder of the term by electing a substitute at the regular meeting following the resignation.

## **ARTICLE IV— ASSOCIATE MEMBERS**

Associate Members are individuals who express an interest in and who participate and contribute to the mission of the TUMHC.

## **ARTICLE V— MEETINGS**

Section 1: Meetings will be held at the Town Hall unless the Chairperson announces in advance, another location.

Section 2: Quarterly Meetings: General, quarterly meetings will be held the third (3rd) Saturday of February, May, August and November. Special meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 3: The Committee shall meet thirty (30) minutes before the general quarterly meetings to discuss the agenda. A proposed agenda will be provided to the Committee, in advance.

Section 4: Additional Meetings: Additional meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 5: Quorum: A quorum for the meetings shall be 4 of the TUMHC members. TUMHC members absent for personal or family crisis may elect to vote by proxy ballot. The TUMHC chairperson shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

#### **ARTICLE VI— ASSIGNED DUTIES**

Section 1: Chairperson -- The Chairperson shall have executive supervision over the activities of the TUMHC within the scope provided by these bylaws. The Chairperson shall preside at all meetings, submit a quarterly report of the activities of the TUMHC to the Board of Town Commissioners, and submit a budget request each March to the Board of Town Commissioners. Committee expenditures will be processed through the Board of Commissioners or the President, as required by the Procurement Ordinance of the Town of Upper Marlboro. The fiscal year shall be July 1 through June 30.

Section 2: Vice-Chairperson -- The Vice-Chairperson shall perform such duties as the committee or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson.

#### **ARTICLE VII— COLLECTION POLICY**

Section 1: The TUMHC shall, at their discretion, collect all documents, photographs, and related items, donations of historical records, documents, and photos relevant to the Town's history.

Section 2: Due to the lack of space, the focus of the collection shall be on records, documents, photographs, and other types of small items. However, if space allows and the significance of the item warrants inclusion, large items may be accepted upon the approval by the Board of Town Commissioners, if necessary, prior to acceptance.

Section 3: A completed donation/loan form to clarify legal ownership or loan conditions of the item(s) must accompany all donations or loans.

#### **ARTICLE VIII - PARLIAMENTARY PROCEDURE**

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken by signing an attendance roster
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment

**ARTICLE IX: AMENDMENTS**

These by-laws may be amended or revised by proposal of the Committee members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town board before becoming effective.

**ARTICLE X - DISSOLUTION**

In the event of the dissolution of the Committee, the Committee's collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

**ARTICLE XI - EFFECTIVE DATE**

These by-laws shall become effective on February 12, 2013.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this 12<sup>th</sup> day of February, 2013, by:



[Signature]  
Joseph Hourclé, Commissioner

[Signature]  
James Storey, Commissioner

[Signature]  
Stephen Sonnett, President

Attest:

[Signature]  
M. David Williams  
Town Clerk

REVISED: