



David R. Craig
Harford County Executive

**BY LAWS
OF
THE HARFORD COUNTY COMMUNITY COUNCILS**

ARTICLE I - COUNCIL MEMBER APPOINTMENT

- A. **APPOINTMENT.** Members of the Community Councils are appointed by the County Executive of Harford County, Maryland pursuant to Section 412 of the Charter. Appointments shall be made to represent a balanced range of civic, business, institutional and community interests.
- B. **REQUIREMENTS.** Members shall reside within, or own a business or work within, the established Community Council area boundaries.

ARTICLE II - COMMUNITY COUNCIL GOALS AND OBJECTIVES

A. **GOALS**

1. Strengthen existing communities and neighborhoods and help achieve a satisfying quality of life for all county residents.
2. Advise the Harford County Executive and his/her Administration on issues of concern and interest to local communities.
3. Act as a liaison between the members of the community-at-large and the Harford County Administration.
4. Increase citizen participation and responsibility of communities throughout Harford County.

B. **OBJECTIVES**

1. Strengthen community identity and reinforce the importance of established community focal points.
2. Create a process for meaningful public participation and education so that citizens have a voice and role in advising the administration on community needs and issues.
3. Foster new alliances and coalitions by involving diverse elements of the community in a broad spectrum of community issues.
4. Improve the quality of neighborhoods by identifying and addressing specific needs and problems in areas such as safety, neighborhood revitalization, traffic, and recreation.

ARTICLE III - MAILING ADDRESS

A. MAILING ADDRESS

Harford County Community Council
c/o Office of the County Executive
220 South Main Street
Bel Air, MD 21014-3865

B. PHONE

(410) 638-3355 or (410) 638-3511

C. FAX

(410) 838-4284

D. CONTACT

Jane Walker or Patricia Gonzalez

ARTICLE IV - COUNCIL MEMBERS

A. Council Sizes. The Community Councils shall consist of eight (8) to fourteen (14) members each, representing a diversity of interests, backgrounds and viewpoints within the community.

B. Attendance. If unable to attend a meeting, Community Council members shall notify the Community Council Chairperson. Absences of 50% or more in one year shall constitute resignation from the Community Council, unless caused by mitigating circumstances.

C. Vacancy. When a vacancy occurs:

- (1) The Community Council may submit nominees to the County Executive.
- (2) The County Executive shall make all appointments.
- (3) Upon inauguration of the County Executive (every four years) a new Community Council shall be appointed.

D. Tenure. Community Council members shall be appointed for a two (2)-year term commencing from the date of appointment, or until the end of the four-year County Executive term, which ever comes first.

E. Resignation. Community Council members may resign their position on the Community Council by submitting a written resignation to the Community Council Chairperson who shall forward the resignation to the County Executive.

ARTICLE V - APPOINTMENT OF OFFICERS

- A. **Officers.** Officers shall include a Chairperson, Vice Chairperson and Secretary.
- B. **The County Executive shall appoint the Chairperson.** The Community Council shall elect a Vice Chairperson and a Secretary and notify the Office of the Chief of Staff with results of said elections.
- C. **Tenure.** The Chairperson, Vice Chairperson, and Secretary shall each serve for a two year term, or at the discretion of the County Executive.
- D. **Removal from Office.** The Vice Chairperson or Secretary may be removed from office by a majority vote of the Community Council. A replacement shall be elected at the same meeting.
- E. **Ongoing Council membership.** The Chairperson, Vice Chairperson, or Secretary may resign from office without giving up his or her position on the Community Council.
- F. **There shall be no funds collected for use by the Community Council.**

ARTICLE VI - GENERAL DUTIES

- A. All Community Council members upon acceptance shall consent to and abide by the By-Laws, rules, and procedures.
- B. Community Council members shall work for the good of the community, relaying comments and concerns back to the Community Council and the Administration through the Office of the Chief of Staff. The Community Council and its duly authorized committees shall make a matter of record all issues discussed and all business conducted at the public meetings.
- C. Community Council Members are required to attend designated meetings. After two (2) subsequent unexcused absences, the Community Council by majority vote may recommend to the County Executive that a member be removed from the Community Council.
- D. A member may be removed by the County Executive only for cause.

ARTICLE VII - MEETINGS OF MEMBERS

- A. Quarterly meetings shall be held in a public place and shall be open to the public and press. Additional meetings may be held at the discretion of the Chairperson.
- B. The meetings shall be summarized in writing by the Secretary of the Community Council and approved by the Community Council. The minutes shall be available at the Office of the Chief of Staff for public review.
- C. Special Meetings of the Community Council may be called by the County Executive, Chairperson or Vice Chairperson with appropriate notification, or may be called by the Community Council upon request of the majority. Community Council members shall have a minimum of five (5) working days notice for these meetings.
- D. Meetings shall be conducted under the general guidelines of Robert's Rules of Order. The presence of one half (1/2) of the appointed Community Council members shall constitute a quorum.

ARTICLE VIII - VOTING

- A. Community Council members in attendance shall have the right to vote on issues; no proxies will be accepted.
- B. Voting shall be based on a majority vote of members attending.
- C. An appointed member shall not vote on any matter when the result of the vote would have a direct financial impact on him/her.

ARTICLE IX - OFFICIALS AND GENERAL DUTIES

- A. **CHAIRPERSON.** The duties of the Chairperson shall include, but are not limited to:
 - 1. Presiding over all meetings of the Community Council;
 - 2. Assuring that the decisions and resolutions of the Community Council are carried out;
 - 3. Setting the meeting agenda, in coordination with the Office of the Chief of Staff;
 - 4. Having the authority to sign all written instruments;
 - 5. Appointing committees upon the request of the Community Council with a vote of the majority.

- B. **VICE CHAIRPERSON.** The duties of the Vice Chairperson shall include, carrying out the duties of the Chairperson in the Chairperson's absence.
- C. **SECRETARY.** The duties of the Secretary shall include keeping the official attendance roster and maintaining and distributing the minutes of each meeting, as well as providing a copy of the list of attendees and minutes to the Office of the Chief of Staff.

ARTICLE X - COMMITTEES

- A. Standing, Ad-Hoc, and Special Committees shall be appointed by the Chairperson, and approved by a majority vote of the Community Council.
- B. Recommendations and actions of all committees shall be reviewed and approved by a majority vote of the Community Council before they are transmitted to the Administration through the Office of the Chief of Staff.

ARTICLE XI - COORDINATION

- A. A meeting of the Chairpersons of all Community Councils shall be coordinated by the Office of the Chief of Staff and held annually.
- B. The Chairpersons will meet at least once per year with the County Executive, arranged by the office of the Chief of Staff.