

CARROLL 2030 and BEYOND
CARROLL COUNTY
MARYLAND

By Laws

ARTICLE I: NAME

The name of the Organization shall be: Carroll 2030 and Beyond also known as the Council. The Council was formed by the Board of County Commissioners and became effective on _____, 2014. The Council is an entity of the Commissioners' Office.

ARTICLE II: MISSION

Mission Statement: To periodically evaluate the long-term needs of Carroll County by gathering information from individuals, businesses, public institutions and private organizations to identify future community needs and conditions. The information gathered can then be used to gauge long-term capital needs for the county and help provide a context for current policy decisions that have long-term implications.

ARTICLE III: PURPOSE

1. The purpose of this Council is to:
 - a. Identify and evaluate the long-term needs of the county.
 - b. Gather information from various stake-holders around the county to help identify the long-term needs.
 - c. With limited resources, county officials need to effectively prioritize funding and increase communication with business and county residents. This process will help to achieve that goal.

ARTICLE V: MEMBERSHIP and TERMS of SERVICE

1. The Council shall consist of Seven (7) clusters whose members are appointed by the Board of County Commissioners. The clusters shall be as follow:
 - a. Education
 - b. Arts/Culture/Recreation
 - c. Health and Well Being
 - d. Municipalities
 - e. Infrastructure/ Housing
 - f. Business/Agriculture and Environment
 - g. Public Safety
2. The Board of County Commissioners will appoint leaders and decision makers from the following organizations to work within each cluster:

- a. Education
 - i. Carroll Community College President
 - ii. Carroll County Public Schools Superintendent
 - iii. McDaniel College
 - iv. Carroll County Public Library Director
- b. Arts/Culture/Recreation
 - i. Carroll Art Community
 - ii. Historic site within the county such as Union Mills Homestead
- c. Health and Well Being
 - i. Carroll Hospital Center
 - ii. Social Services
 - iii. Social services non-profits
 - iv. Senior services
 - v. Veterans services
- d. Municipalities
 - i. At least Two (2) town administrators
 - ii. At least One (1) town mayor
- e. Housing/Infrastructure
 - i. Non-profit dealing with homelessness
 - ii. Representative of Technology industry
 - iii. Roads and other county facilities representative
- f. Business/Agriculture and Environment
 - i. Carroll County Farm Bureau
 - ii. Chamber of Commerce President
 - iii. One (1) representative each from small, medium and large businesses located in Carroll County
 - iv. One (1) Environmental Advisory Commission representative
- g. County Commissioner will be appointed as an ex-officio member of the Council.

3. Members will be appointed in January of the year following a gubernatorial election. Members will meet as necessary during the first year to analyze the situation, assess the needs of the community and present a draft of their recommendations. Over the second year, the draft recommendations will be presented to the public for comment and review. Final recommendations will be presented to the Board of Commissioners in January of the third year, prior to budget deliberations so any identified needs can be addressed in the Community Investment Plan.

4. Vacancies shall be filled by appointment for the unexpired terms in the manner the appointments are initially made. The members shall continue in office until their successors are appointed and have qualified. Members shall be eligible for reappointment.

5. The name, address, telephone number and e-mail address of each VAC member shall be provided to the Staff Liaison annually prior to the 1st of January, or as required by changes in such information.

ARTICLE VI – Voting

Each Council member shall have one vote, in attendance at any given meeting, on all matters that shall come before the Council.

ARTICLE VII - Staff Support

1. A member of the County Commissioners' staff shall be appointed to assist the Council with administrative duties.
2. The duties include:
 - Timely notice of meetings, and
 - Recording, transcribing and maintaining a permanent file of the minutes of the Council and,
 - Receipt, preparation and transmittal of any correspondence of the Council as well as maintenance of a permanent file of such correspondence, and
 - Other duties as may be requested by the Council.

ARTICLE VIII – Termination

1. All members serve at the pleasure of the Board of County Commissioners. The Board of County Commissioners may remove a Council member on its own motion or upon the recommendation of the Council. The Board of County Commissioners may remove a member when it determines that it is in the best interest of the Council or the County to do so.
2. If the Council determines by a majority vote that a member should be removed, the chairperson of the Council shall report that recommendation to the Board of County Commissioners for its consideration.
3. Resignations by members shall be submitted in writing to the Board of County Commissioners.

ARTICLE IX - MEETINGS

1. All regular meetings of the Council will be scheduled at a time and place convenient to the members and as directed by the Council chair.
2. A majority of the members of the Council shall constitute a quorum for the transaction of business. A majority of those present at any meeting shall be sufficient for any official action taken by the Council.
3. The Chair may call special meeting of the Council. These special meetings may be called with reasonable notice to the membership, giving the specific reason

for such a meeting. The special meeting shall be limited to the special topic for which the meeting was called.

4. Robert's Rules of Order. Revised, will be used to cover items not covered in these Administrative Procedures, when necessary.

ARTICLE X - OFFICERS, BOARDS AND APPOINTEES

The members of the Council shall elect a chairperson from amongst its membership. The chairperson shall preside at all meetings of the Council. The members of the Council shall elect a Vice Chairperson from amongst its membership. The Vice Chairperson shall preside at all meetings of the Council in the absence of the chairperson. The Council may elect other officers from its membership as it deems necessary.

ARTICLE XI - DUTIES OF OFFICERS

1. CHAIR shall preside at all meetings; enforce the observance of the By-Laws. Strive for achievement of the purpose and objective of the Council, and represent the Council at accepted functions. He/She shall appoint standing committee chairpersons and other committee chairpersons as deemed necessary. If the Chair is unable to perform his/her regular duties he/she shall delegate the responsibilities of that office to the Vice Chair.
2. VICE CHAIR shall assist the Chair in all functions and chair all meetings in the absence of the Chair.

ARTICLE XII - REPORTS

The Council shall submit a draft report to the County Commissioners concerning its activities and recommendations.

ARTICLE XIII - AMENDMENTS

These bylaws may be amended, repealed or suspended at any meeting of the Council, in whole or in part, by a two-thirds vote of the voting members of the Council.

ARTICLE XIV - POLICY

1. The Council shall not adopt policies in conflict with the Constitution of the United States of America, the State of Maryland and/or the Code of Public Laws and Ordinances of Carroll County.
2. The Council shall not be used as an influence, directly or indirectly, in any political election or activity for personal gain.

3. No member of the Council shall, without proper-delegated authority, obligate or incur any liabilities in the name of Carroll County 2030 and Beyond.

ARTICLE XV - APPROVAL

The foregoing By-Laws of Carrol County 2030 and Beyond shall be the true original publication of this organization and adopted at the meeting by a majority of the members on this date:

Date Adopted: _____ 2014

XXXXXX, Chair

DRAFT