

A RESOLUTION TO CREATE A VILLAGE CENTER BOARD COMPOSED OF ONE MEMBER FROM EACH VILLAGE CENTER TO INCLUDE A TOTAL OF UP TO 22 MEMBERS APPOINTED BY THE COUNTY COUNCIL FOR STAGGERED TERMS OF THREE YEARS, FOR THE PURPOSES AND WITH THE POWERS, FUNCTIONS, AND RESPONSIBILITIES ESTABLISHED BY RESOLUTION OF THE COUNTY COUNCIL

General

1. **Establishment.** The Village Center Board is hereby established in accordance with the terms and conditions of this Resolution as adopted, amended, modified, or repealed from time to time. The Village Center Board shall be composed of not more than 22 members, one from each of the village centers listed on Exhibit "A", which is incorporated by reference. A Village Center includes all residents and property owners of land zoned "Village Center" (VC), including land in the surrounding unincorporated areas, who share a common interest in the welfare of the local community.
2. **Purpose.** The Talbot County Comprehensive Plan identifies the Village Centers as a distinct planning area in recognition of the special needs of the County's unincorporated population centers. The Comprehensive Plan contains Village Center land use policies and an implementation strategy for Village Center planning, which includes a master planning process for each Village Center to establish a basis for guiding future infill and redevelopment. The Village Center Board shall be the coordinating and clearinghouse organization, and forum, for the master planning or small area plan for each Village Center.
3. **Expenses.** All officers and members shall serve without pay. The Village Center Board may submit a budget for reasonable administrative expenses subject to review and approval as part of the annual budget.

Members

4. **Qualifications.** Members of the Village Center Board shall be appointed by the County Council from each of the 22 Village Centers in Talbot County. Members shall be appointed from among the registered voters who reside in the Village Centers or surrounding unincorporated areas. No more than one member may be appointed from any Village Center.
5. **Terms.** Each member shall serve a term of three years. Initial terms shall be staggered so that approximately one third (1/3) of the terms of the entire membership expire each year. Terms shall begin on July 1 and expire on June 30 the third year thereafter. Members shall continue to serve until a successor is appointed and qualified. Members appointed for the unexpired portion of an existing term shall serve the balance of the existing term. Members may be reappointed for a single

additional term.

6. **Responsibilities.** Each member shall participate in the development of the small area plan for their Village Center. Each member will receive and disseminate information, conduct forums to discuss issues of concern, and coordinate and exchange ideas and information between County residents and the County's elected officials, boards, and commissions. Any resident, by standing request to a member, may obtain copies of all information the County disseminates to that member.

County departments, agencies, and commissions will disseminate information concerning the respective Village Centers to the appropriate member. This may include information regarding public safety (police, fire, and emergency services), road or other infrastructure improvements, proposed or existing County facilities such as parks, boat ramps, etc., and planning information, applications for zoning, rezoning, special exceptions, variances, subdivision, and other development in the Village Center.

7. **Removal.** Members may be removed as provided in the County Charter or in bylaws adopted by the County Council. Members failing to attend two (2) consecutive meetings shall be subject to removal by the County Council.

Officers

8. **Chairman, Vice-Chairman, and Secretary.** The Village Center Board shall elect from among its members a Chairman, Vice-Chairman, and Secretary on an annual basis. The officers shall serve a term of one (1) year or until their successors are elected and qualified, and their term of office shall begin at the close of the annual meeting at which they are elected.
9. **Authority.** The Chairman, or in his absence the Vice-Chairman, shall preside at all meetings. The Secretary shall keep and forward minutes of all meetings to the County Council. The Chairman, Vice-Chairman, and Secretary have and may exercise a vote on all questions to which each is entitled as a member. With prior notice of the proposed action, the members shall have the power at any regular or special meeting to remove any officer and to fill any vacancy occurring in any officer's position by majority vote.

Meetings

10. **Annual meetings.** There shall be an annual meeting of the entire membership of the Village Center Board, and a separate annual meeting between the Village Center Board and the County Council, which shall be held on a regularly scheduled County Council meeting day.
11. **Regular meetings.** Regular meeting shall be held no less than quarterly, as scheduled from time to time by the Village Center Board.
12. **Special meetings.** Special meetings may be called by the Chairman or by a majority

of the members. The purpose of the meeting must be stated in the call. Special meetings may only be called after due notice to all members.

13. **Voting and quorum.** All questions shall be decided by majority vote of the members present at a properly convened meeting at which a quorum is present. A majority of the entire membership shall constitute a quorum.
14. **Open meetings.** All meetings of the Village Center Board shall be open to the public and subject to the operation and effect of the *Open Meetings Act*, State Government Article §10-501 et seq., Md. Ann. Code as amended.

Rules of Procedure

15. **Robert's Rules.** Robert's Rules of Order, 10th ed, as amended or revised, shall apply to and govern all questions of procedure.
16. **Committees.** The Village Center Board may propose that committees be established to fulfill the functions established herein, subject to prior approval for all such committees and their membership by the County Council. An individual member may propose that a subcommittee for their particular Village Center be established, with powers and functions to be specified in the proposal, subject to prior approval for all such subcommittees and their membership by the County Council
17. **Department notification and liaison.** The Department of Planning & Zoning and Department of Public Works shall develop a standard protocol to notify the appropriate Village Center Board member of any pending matters such as road, sewer, or infrastructure improvements, requests for special exceptions or variances, and other land-use, planning, zoning, subdivision, or infrastructure changes or requests proposed for the Village Center. The protocol shall be designed to function in a timely manner.
18. **Amendment.** The County Council may amend, modify, repeal, or repeal and re-enact this Resolution from time to time.