

# Charles County Commissioners



## Boards & Commissions Manual

Updated on July 23, 2024

# Charles County Commissioner - Appointed Boards & Commissions Manual

## Table of Contents

|   |                                  |
|---|----------------------------------|
| <b>Mission/Vision Statement/DEI Statement</b>                           | <b><u><a href="#">4</a></u></b>  |
| <b>Chapter 1: Purpose and Scope of Manual</b>                           | <b><u><a href="#">5</a></u></b>  |
| <u><a href="#">Purpose and Scope</a></u>                                | 5                                |
| <u><a href="#">Definition of Terms</a></u>                              | 6                                |
| <u><a href="#">Approval of and Amendments to the Manual</a></u>         | 9                                |
| <b>Chapter 2: Advertising/Recruitment Process</b>                       | <b><u><a href="#">10</a></u></b> |
| <u><a href="#">Advertisements</a></u>                                   | 10                               |
| <u><a href="#">Applications (online applications ONLY)</a></u>          | 10                               |
| <u><a href="#">Recruitment for Specific Membership Categories</a></u>   | 11                               |
| <b>Chapter 3: The Appointment Process</b>                               | <b>13</b>                        |
| <u><a href="#">Resignation</a></u>                                      | 13                               |
| <u><a href="#">Term Expiration</a></u>                                  | 13                               |
| <u><a href="#">Commissioner Action</a></u>                              | 13                               |
| <u><a href="#">New Boards or Commissions</a></u>                        | 13                               |
| <u><a href="#">Review of Applicants/Recommendations</a></u>             | 14                               |
| <u><a href="#">Interviews by Commissioners</a></u>                      | 14                               |
| <u><a href="#">Letters (Appointment/Re-Appointment/Regret)</a></u>      | 14                               |
| <b>Chapter 4: Membership and Staff Responsibilities</b>                 | <b><u><a href="#">22</a></u></b> |
| <u><a href="#">Members/Officers</a></u>                                 | 21                               |
| <u><a href="#">Definitions</a></u>                                      | 21                               |
| <u><a href="#">Staff Support</a></u>                                    | 22                               |
| <u><a href="#">Attendance Requirements</a></u>                          | 24                               |
| <u><a href="#">Code of Ethics</a></u>                                   | 25                               |
| <u><a href="#">Financial Disclosure</a></u>                             | 26                               |
| <u><a href="#">Parliamentary Procedure (Roberts Rules of Order)</a></u> | 26                               |
| <u><a href="#">Maryland Open Meetings Act</a></u>                       | 26                               |
| <u><a href="#">Training</a></u>   | 26                               |
| <u><a href="#">Minutes and Votes</a></u>                                | 27                               |
| <u><a href="#">Statement for Closing a Meeting</a></u>                  | 28                               |
| <u><a href="#">Administrative Standard Operating Procedure</a></u>      | 30                               |
| <u><a href="#">Closed Session Summary</a></u>                           | 32                               |

|                   |   |                                  |
|-------------------|---|----------------------------------|
|                   | <a href="#"><u>Session Requirements</u></a>   | 35                               |
|                   | <a href="#"><u>New Member Checklist</u></a>   | 36                               |
| <b>Chapter 5:</b> | <b>BCC Database and CCG Website</b>   | <b><a href="#"><u>37</u></a></b> |
|                   | <a href="#"><u>Maintenance</u></a>  | 37                               |
|                   | <a href="#"><u>Connectivity to Charles County Government Website</u></a>  | 37                               |
|                   | <a href="#"><u>Reports</u></a>  | 37                               |
|                   | <a href="#"><u>Access</u></a>   | 37                               |
|                   | <a href="#"><u>Confidential Information</u></a>   | 37                               |
| <b>Chapter 6:</b> | <b>State and County Code; Laserfiche</b>  | <b><a href="#"><u>38</u></a></b> |
|                   | <a href="#"><u>Accessing the Charles County Code</u></a>  | 38                               |
|                   | <a href="#"><u>Accessing the Maryland Code</u></a>  | 38                               |
|                   | <a href="#"><u>Using Granicus (iLegislate)</u></a>  | 39                               |
|                   | <a href="#"><u>Laserfiche Instructions</u></a>  | 39                               |
| <b>Chapter 7:</b> | <b>Establishment of new Boards and Commissions</b>  | <b><a href="#"><u>43</u></a></b> |
|                   | <a href="#"><u>Commissioner Formation Worksheet (charge of new BC, number Of members, make up of membership, County department/staff Representative for BC, meeting frequency)</u></a>  | 44                               |
|                   | <a href="#"><u>Standard Resolution</u></a>  | 47                               |
|                   | <a href="#"><u>Standard By-Laws/Rules of Procedure</u></a>  | 48                               |
| <b>Chapter 8:</b> | <b>Receipt and Payment of Stipends</b>  | <b><a href="#"><u>55</u></a></b> |
|                   | <a href="#"><u>Stipends Paid for Boards and Committees including Board of Appeals, Board of Electrical Examiners, Board of License Commissioners (Liquor Board), Charles County Police Accountability and Planning Commission</u></a> |                                  |
| <b>Chapter 9:</b> | <b>Records and Retention</b>  | <b><a href="#"><u>56</u></a></b> |
|                   | <a href="#"><u>Purpose</u></a>  | 56                               |
|                   | <a href="#"><u>How to Draft a Retention Schedule</u></a>  | 56                               |
|                   | <a href="#"><u>Steps to Take After Drafting a Retention Schedule</u></a>  | 61                               |

## Charles County Government

### **Mission Statement**

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

### **Vision Statement**

Charles County is a place where all people thrive, and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

### **Diversity, Equality, Inclusion Statement**

Charles County Government is committed to cultivating a work culture that strives to be welcoming, inclusive, and equitable to all. We are all accountable for treating everyone with dignity and respect. We embrace the power of diversity by creating opportunities for everyone to be included, heard, and valued in our community.



## Chapter 1: Purpose and Scope of Manual

### **Purpose and Scope of Manual**

This Manual is to provide uniform procedures and guidelines for consistent formation, recruitment, appointment, maintenance and operation of Commissioner-Appointed Boards and Commissions.

All Boards and Commissions appointed by the Charles County Commissioners and Charles County Government staff associated therewith in conjunction with the individual by-laws/rules of procedure, ordinance and resolution provisions applicable for that Board or Commission shall utilize this Manual. The Manual shall remain in force until such time as the Charles County Board of Commissioners amends it.

## **Definition of Terms/Abbreviations/Phrases**

**Alternate Member** - A substitute; designated to take the place of a regular member in the event of an absence, if necessary, in performing some duty of a particular Board or Commission.

**BC** - Abbreviation for Boards and Commissions

**Chairperson** – the chairperson runs the meetings, helps envision the future of the Board or Commission, focuses on financial oversight and legal compliance, coordinates the work of various Boards and Commissions committees, and assesses the work of the Board or Commission. The Chairperson is selected, pursuant to the organizational documents of the Board or Commission. The board chair wields a lot of influence and should have personal integrity.

**CNS** – Acronym for Citizen Notification System. The Citizen Notification System is a free subscription e-mail/text service that allows constituents to receive timely information notices regarding Charles County. Boards and Commissions vacancies are posted on the CNS.

**County Staff Support/Clerks of individual BCC's** – Charles County Government employees responsible for providing support and facilitation of the charge of specific Board or Commission.

**County Staff Liaison** - Charles County Government employees responsible for providing support to any Board or Commission whose membership is not fully appointed by the Commissioners in order to assist in the posting of agendas, notices and minutes on the Charles County Government website.

**Department Director** - Charles County Government department director.

**Assistant Clerk and/or the Clerk to the Commissioners** – Charles County Commissioner staff responsible for administration and management of the Commissioner-appointed Boards and Commissions.

**Ex-parte Communication** - An ex parte communication is a communication to a Board or Commission member from any person about a pending Board or Commission matter that occurs in the absence of other parties to the matter and without notice and opportunity for all parties to participate in the communication. People often refer to these communications as “one-sided,” “off-the-record,” or private communications between a Board or Commission member and any person concerning a matter that is pending or impending before the applicable Board or Commission.

One-sided communications do not mean that the communication must occur in privacy or among two people in order to be an ex parte communication. Even a public communication before a large audience may still be an ex parte communication if other parties to the proceeding do not have notice of and an opportunity to participate in the communication.

**ICG** – Abbreviation for Inside County Government; the Charles County Government intranet.

**Member** - A person who has been appointed, by the Charles County Commissioners, to membership of a specific Board or Commission pursuant to its bylaws, articles of incorporation, rules of procedure.

**Parliamentary Procedures** - Generally accepted rules, precedents, and practices used in the governance of deliberative assemblies. They are intended to maintain decorum, ascertain the will of the majority, preserve the rights of the minority, and facilitate the orderly transaction of business. Rules of parliamentary procedure originated in Britain in the 16th and 17th centuries and were subsequently adopted by legislatures around the world. Robert's Rules of Order, codified in 1876 by U.S. Gen. Henry M. Robert (1837-1923) and regularly refined and enlarged, is the standard set of rules used by legislatures in the U.S.

**Roberts Rules of Order** - a book of rules for presiding over a meeting; written by Henry M. Martin in 1876 and subsequently updated through many editions.

**Officers** - Generally, the titles, roles, responsibilities, and terms of officers are defined in the Boards and Commissions organizational documents (the documents that create the entity and describe how it will be managed). Officers should show special commitment to the Board or Commission on which they serve and exert leadership through their service. Boards and Commissions officers may consist of the following:

**Secretary** - the secretary ensures the safety and accuracy of all Board or Commission records; reviews Board or Commission minutes; and provides notices of meetings of the Board or Commission when notice is needed, among other duties.

**Vice Chairperson** - the vice chairperson serves on the executive committee, if there is one; carries out assignments requested by the chairperson; and is prepared to carry out the chairperson's responsibilities, in the chairperson's absence.



## Chapter 2: Advertising/Recruitment Process

### **Advertisements**

Advertisements for Boards and Commissions vacancies are prepared and facilitated by the Assistant Clerk/or Clerk to the Commissioners. These advertisements are circulated as follows:

For existing Boards and Commissions, a written advertisement is posted on the CCG website, posted on the Citizens Notification System (CNS), posted on the County's Facebook page, included on constant contact notifications as part of the standard format, is provided to the Public Information Officer to be emailed to the media contact lists. The specific Boards and Commissions Chairperson, County Staff Support/Clerk and members are notified of the advertisement in order to help communicate and recruit for the vacancies.

For newly formed Boards and Commissions, the same advertising process is followed as for existing Boards and Commissions, in addition, a paid advertisement may be placed in the local newspaper unless the newspaper runs an ad or article from the Public Information Administrators media contact list. In the case of a paid advertisement, to capture more attention, this advertisement is a boxed ad/notice rather than an article. The ad runs in the local newspaper two times. ([See sample advertisement](#))

### **Applications**

Applications for vacancies can be made through the online Application which is accessible via [www.charlescountymd.gov](http://www.charlescountymd.gov); by clicking on the Boards and Commissions link found under the Government tab. From here, scroll on the left to select Boards and Commissions

Once on this page there will be the listing of all Boards and Commissions; Applications for Appointment; Current Board Vacancies; Code of Civility; and Oath of Office.

### **Recruitment for Specific Membership Categories**

There are specific membership categories for some Boards and Commissions. These categories may require targeted or special recruitment methods. Commissioner's Office personnel, Chairpersons, Commissioners and department contacts will brainstorm to identify these recruitment methods.


The recruitment methods may include, but are not limited to:


- communication with the target membership pool by the chairperson and/or department contacts
- letters and/or emails may be sent to specific target associations, agencies or businesses by the designated Assistant Clerk to the Commissioners and/or Clerk to the Commissioners


### **Email to Applicants**

Upon receipt of Applications for Appointment, a thank you email will be sent to each applicant acknowledging receipt of their application. In addition to thanking the applicant for interest in Charles County Boards and Commissions, the email shall also give a four-digit confirmation number for the application.






## BOARDS & COMMISSIONS VACANCIES WEBPAGE SAMPLE

**Charles County**  
Maryland

SERVICESOUR COUNTYGOVERNMENTBUSINESSI WANT TO...

**Boards and Commissions**  
*for Charles County Government*

[Boards & Commissions](#) - [BoardDocs](#) - [Calendar](#)

 [Print](#)  [Feedback](#)  [Share & Bookmark](#) [Font Size](#)  

Welcome to the *Boards and Commissions* vacancy page.

Here you will find a list of boards, along with their descriptions, that currently have vacant positions.

If you are interested in applying for one of the *Boards and Commissions*, click [here](#) to complete your application.

Once completed, a selection process will begin.

Those appointed will be contacted by our office and an Oath of Office will be administered to begin service.


Adult Public Guardianship Review Board


Board of Electrical Examiners

Board of Social Services

Charles County Pension Plan Committee

Charles County Police Accountability Board

**Charles County**  
Maryland

SERVICESOUR COUNTYGOVERNMENTBUSINESSI WANT TO...

Sheriff's Office Retirement Plan Committee (SORP)

**VACANCIES**

[Adult Public Guardianship Review Board](#)

- One (1) Psychiatrist

The Board provides impartial oversight of the care and services provided for the individuals under public guardianship; reviews the status of health and welfare of these persons; and makes recommendations as to whether guardianship should be continued as established, modified, or terminated. The Board meets twice a year and as needed for emergency situations. Members serve 4-year terms.

[Board of Electrical Examiners](#)

- One (1) Representative with a Master General License

The task of the Board of Electrical Examiners and Supervisors is to examine the qualifications and capabilities of all persons who are seeking to obtain a Charles County Master or Journeyman electrical license. The Board consist of five members who serve a four year term. The Chairman is appointed by the Board of County Commissioners on an annual basis after receiving a recommendation from the Board of Electrical Examiners and Supervisors.

[Board of Social Services](#)

- Three (3) Citizen Members

The task of the Board of Social Services is to advise the Director and leadership of the agency on policies, programs, and matters of local interest of the local Dept. of Social Services. The Board is charged with raising public awareness of the work of the Dept. and focusing on customer service to all County residents.

[Charles County Pension Plan Committee](#)

- One (1) At Large Member
- One (1) Charles County Government Employee

[Return To Table of Contents](#)

## Chapter 3: The Appointment Process

The appointment process is administrated and managed by the designated Clerk to Commissioners office. Vacancies are targeted to be filled within a forty-five (45) day period from when the vacancy is advertised.

There are circumstances which may prompt the Board of County Commissioners to make appointments.

- member resignation
- term expiration which may result in possible reappointment or vacancy
- Commissioner requested action (i.e., poor attendance)
- establishment of a new Board or Commission

### Resignation

A resigning member is to notify the Chairperson and/or County Staff Support/Clerk of their respective Board or Commission, in writing, via letter or email, of their resignation and specify an effective date. In most cases, this will result in an unexpired term vacancy and will be advertised as such.

The Chairperson and/or County Staff Support/Clerk of their respective Board or Commission will forward an electronic copy of the resignation letter to the Assistant to the Clerk and/or the Clerk.

The Assistant Clerk and/or the Clerk to the Commissioners updates the Boards and Commissions database to reflect the resignation, notifies the Commissioners of the resignation, generates and mails to the resigning member, a thank you letter and certificate of appreciation and adds the vacancy to the "Current Vacancies" ad.

### **Term Expiration**

The designated Assistant Clerk will proactively run expiration reports for all Boards and Commissions to anticipate upcoming term expirations six months in advance. The designated Assistant Clerk will coordinate with the Chairperson and Staff Support/Clerk of each specific Board or Commission via email regarding upcoming term expirations.

The Chairperson and Staff Support/Clerk of each specific Board or Commission should be proactively monitoring their respective members' terms also. It is their responsibility to query the member whose term expiration is approaching as to whether the member requests to be reappointed, (if eligible), or wishes to terminate their membership as of the term expiration. This information should be forwarded to the designated Assistant Clerk and/or the Clerk via email in order that the appropriate action can be taken for reappointment or vacancies.

### **Commissioner Requested Action**

The Commissioners may find it necessary to alter the membership appointments on a specific Board or Commission. This could be as a result of poor attendance by a member, and therefore resulting in removal and replacement of that member. They may choose to add membership appointments on a specific Board or Commission as deemed necessary or for various reasons as stated in the individual Board or Commission's by-laws, resolution, rules of procedure or governing documentation.

### **Establishment of a new Board or Commission**

As the Commissioners deem necessary, a new Board or Commission may be established. The membership appointments, charge and timeline to accomplish the charge will be clearly outlined in the establishing documents. ([Refer to the establishment section of manual.](#))

**NON-STIPEND Boards and Commissions - Review of Applications for Ranking & Recommendations to Commissioners**

Applications received for vacancies on non-stipend Boards or Commissions will be reviewed and outlined for the Commissioners by the Assistant Clerk and ranked according to the needs of the Board or Commission and/or recommendations of the staff support/clerk or chairperson. This process may include telephone or in person interviews of the applicants if requested by the Commissioners. The Assistant Clerk will then summarize the applications, indicate the ranking, if any, and prepare a summary for the Commissioners' review and decision for appointments.

**STIPEND Boards and Commissions - Interviews by County Commissioners**

The Commissioners will interview all qualified applicants for vacancies on Boards and Commissions which receive a stipend. The Assistant Clerk or Clerk to the Commissioners will schedule such interviews.

**Appointment Letters**

Following the Commissioners vote and motion to appoint/reappoint members to Boards and Commissions, appointment packages are sent to the selected applicants within one (1) week. In the appointment package is the appointment letter, a copy of the attendance resolution, a copy of the code of Ethics, a copy of Civility, ([See sample acceptance form](#)) ([See Code of Civility](#)) an acceptance/decline confirmation letter and, when required, a confidentiality agreement and a sample of a financial disclosure form.

These letters are prepared by the Assistant Clerk. The Chairperson and Staff Support/Clerk receive electronic copies via email along with a new membership roster including the newly appointed member(s). The Staff Support/Clerk should contact the newly appointed member within one week of receiving electronic notification of the appointment letter being sent to welcome and inform the newly appointed member about the next scheduled meeting of the BCC. ([See appointment Letter](#)) ([See Reappointment Letter](#)).

### **Regret Letters**

Regret letters are sent to applicants who were not selected for vacancies within two weeks. These letters are prepared by the Assistant Clerk. Prior to regret letters being sent, reach out to the applicant(s) via phone conference to discuss possible consideration for other Boards and Commissions vacancies. ([See Sample Regret Letter](#))

## SAMPLE APPT. LTR.



*Charles County Government*

CHARLES C.  
Reuben B. C.  
Bobby Rucci  
Gilbert O. B.  
Thomasina C.  
Amanda M.

Mark Belter  
County Admin

May 12, 2022

Shara Hendler  
5806 Windowpane Ct.  
Waldorf, MD 20603

Dear Ms. Hendler:

It is our pleasure to appoint you as the Charles County Bar Association representative to the Ethics Commission for a term ending 12/31/2025. Enclosed for your information and review is Form 96-45 which sets forth the attendance policy for County Commissioners appointed to the Ethics Commission.

Enclosed you will find a form for you to indicate your acceptance or decline of this appointment. The form will be sent to you via AdobeSign for electronic signature under separate email. **Within two (2) business days of this letter, please electronically complete and sign this form or send a scanned, signed copy to [BoardsandCommissions@CharlesCountyMD.gov](mailto:BoardsandCommissions@CharlesCountyMD.gov).**

As an appointed member of the Ethics Commission the Charles County Code of Ethics and the Code of Civility are applicable to you. A copy of the Code of Ethics, Resolution 2012-70, and the Code of Civility will be supplied to you by the Chairperson or Staff Support person of the Ethics Commission. Please carefully note the definitions in Section 170-03 in the Code of Ethics. If you need to be excused from a meeting, please direct your written communication to the attention of the Charles County Ethics Commission, please direct your written communication to the attention of the Charles County Ethics Commission, please direct your written communication to the attention of the Charles County Ethics Commission at 200 Baltimore Street, La Plata, Maryland, 20646, Attention: Office of the Chairperson.

Please note, that Chapter 170 of the Charles County Code of Ethics, as amended by Bill 20-0001, requires that all elected officials, employees and members of certain boards and commissions to annually file a Financial Disclosure Statement. Enclosed for your reference is a sample copy of the Financial Disclosure Statement. The Financial Disclosure Statement must be completed each calendar year.

A representative of the Ethics Commission will provide you with further information about the Ethics Commission, its mission, and the role of the Ethics Commission members. A representative of the Ethics Commission will provide you with further information about the Ethics Commission, its mission, and the role of the Ethics Commission members.



Shara Hendler  
May 12, 2022  
Page 2

We believe your work as a member of the Ethics Commission will contribute significantly Charles County and we appreciate your willingness to undertake this responsibility.

Very truly,

COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND



Reuben B. Collins, II, Esq., *President*



Bobby Rucci, *Vice President*  
*District 4*



Gilbert O. Bowling, II  
*District 1*



Thomasina O. Coates, M.S.  
*District 2*



Amanda M. Stewart, M  
*District 3*

Enclosures (3)

## SAMPLE REAPPOINTMENT LETTER



*Charles County Government*

CHARLES C  
Reuben B. C.  
Bobby Rucci  
Gilbert O. B.  
Thomassina C.  
Amanda M.  
  
Mark Belko  
County Adm

February 24, 2022

Ms. Kathleen Quade  
9604 Kline Drive  
La Plata, MD 20646

Dear Ms. Quade:

We are pleased to request your acceptance of reappointment as the District 2 Representative to the Charles County Board of License Commissioners (Liquor Board) for a term ending 12/31/2023. For your information and review is a copy of Resolution 96-45, which sets forth the County Commissioner appointed Boards, Committees, and Commissions.

**Enclosed for your signature you will find a letter of acceptance or decline for this reappointment. Please electronically sign and return this form within two (2) weeks.**

The Board of License Commissioners (Liquor Board) members receive a yearly allowance of \$2,350 for the Chairperson and \$1,925 for members, which is paid on a semi-annual basis.

As an appointed member of the Board of License Commissioners (Liquor Board), the County Code of Ethics and Code of Civility are applicable to you. A copy of the Code of Ethics, Resolution 96-45, and Code of Civility will be supplied to you by the Chairperson or Staff Support person of the Board of License Commissioners (Liquor Board). Please note carefully the definitions in Section 170-03 in which you need to bring any matters to the attention of the Charles County Ethics Commission, please direct all communication to the Ethics Commission at: 200 Baltimore Street, La Plata, Maryland, 20646 or contact the County Attorney.

Please note, Chapter 170 of the Charles County Code of Ethics, as amended by Bill 201-001, requires all elected officials, employees and members of certain boards and commissions to annually file a statement of financial interest.

Ms. Kathleen Quade  
February 24, 2022  
Page 2

Upon your acceptance of this reappointment, a representative of the Board of License C Board) will provide you with further information about the Board's upcoming agendas, me Board of License Commissioners (Liquor Board) members.

We believe your work as a member of the Board of License Commissioners (Liquor I significantly to the welfare of Charles County. We appreciate your willingness to undertake another term.

Very truly,  
COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND



Reuben B. Collins, II, Esq., *President*



Bobby Rucci, *Vice President*  
*District 4*



Thomasina O. Coates, M.S.  
*District 2*



Gilbert O. Bowling, III  
*District 1*



Amanda M. Stewart, M.Ed.  
*District 3*

Enclosures (3)

CC: Guy Black, Chair  
Melody Weschler, Staff Support  
Lisa Bailey, Staff Support

## SAMPLE REGRET LTR



*Charles County Government*

CHARLES C.  
Reuben B. C.  
Bobby Rucci  
Gilbert O. B.  
Thomasina C.  
Amanda M.

Mark Bello  
County Admin

April 1, 2022

Mr. David Winkler  
303 Spruce Street  
La Plata, MD 20646

Dear Mr. Winkler:

Thank you for applying for appointment to Board of License Commissioners (Liquor Board). We received numerous qualified applicants seeking appointment to this Board, and we regret to inform you that you were not selected for service at this time. The Charles County Board of Commissioners appreciates your time to apply.

The Commissioners are actively seeking engaged residents like you to fill vacancies on several Boards, Commissions, and Committees. To view current vacancies, visit [www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov), navigate to the "Government" tab and click on "Boards and Commissions." From this page, you can click on "Current Vacancies" or "Submit Application" to apply online. Please note you will need to complete an application for each board for which you are interested in applying.

Again, thank you for your interest in serving on a Charles County Board, Commission, or Committee. We will continue to seek ways to get involved in your County Government. If you have any questions or need assistance, please do not hesitate to email: [BoardsandCommissions@CharlesCountyMD.gov](mailto:BoardsandCommissions@CharlesCountyMD.gov). We can be reached at 410.326.0550.

Very truly,

A handwritten signature in blue ink that reads "Kemberly L. Stephens".

Kenberly Stephens

[Return To Table of Contents](#)

## Chapter 4: Membership and Staff Responsibilities

### **Member and Staff Responsibilities**

The Charles County Boards and Commissions have been established by many different sources. The terms, membership and mission of each Board or Commission vary from one to another and are set forth in the organizational documents for each Board or Commission. This chapter sets forth guidelines for the basic roles and responsibilities for the Members appointed by the Charles County Commissioners and for the Staff Support/Clerk representatives.

#### Definitions

**Member** - A person who has been appointed, by the Charles County Commissioners or designated appointer, to membership of a specific Board or Commission pursuant to its bylaws, articles of incorporation, rules of procedure.

**Alternate Member** - A substitute; designated to take the place of a regular member in the event of an absence, if necessary, in performing some duty of a particular Board or Commission.

**Officers** - Generally, the titles, roles, responsibilities, and terms of officers are defined in the Board or Commission organizational documents (the documents that create the entity and describe how it will be managed). Officers should show special commitment to the Board or Commission on which they serve and exert leadership through their service. Boards and Commissions officers may consist of the following:

1. **Chairperson** – the chairperson runs the meetings, helps envision the future of the Board or Commission, focuses on oversight and legal compliance, coordinates the work of various Boards and Commissions, and assesses the work of the Board or Commission. The Chairperson is selected, pursuant to the organizational documents of the Board or Commission. The board chair wields a lot of influence and should have personal integrity. The chairperson is responsible for reviewing and being familiar with establishment document of the Board or Commission.

2. **Vice Chairperson** - the vice chairperson serves on the executive committee, if there is one; carries out assignments requested by the chairperson; and is prepared to carry out the chairperson's responsibilities, in the chairperson's absence.
3. **Secretary** - the secretary ensures the safety and accuracy of all board records; reviews board minutes; and provides notices of meetings of the Board or Commission when notice is needed, among other duties.

**Staff Support/Clerk** - The staff support/clerk serves as a quasi-liaison with the Board or Commission and the Commissioner's Office in providing support and facilitation of the specific Board or Commissions charge. Most often this person is a Charles County Government employee. In some instances, the Staff Support/Clerk is not a Charles County Government employee similarly in their role. Special provisions will be made in these instances for allowing access to posting on the County website

### **Member Responsibilities**

A member of a Board or Commission must be a resident of Charles County unless the member fills a job specific membership category.

Boards and Commission members shall always operate and in all matters as a non-political, non-partisan members

Boards and Commissions members serve without salary, unless specified by the Boards and Commissions organizational documentation (See Chapter 7 of this Manual for payment of stipend information).

Members may serve on only one (1) Commissioner-appointed Board or Commission at a time, unless specified by County Ordinance, Code or Resolution. The Board of County Commissioners may allow for an exception for serving on an additional Board or Commission when one or more of the appointments would be to a Board or Commission with the charge of a specific short-term task force or on a Board or Commission which meets two (2) or less times yearly or on a as needed basis.

Members appointed to a Board or Commission by the County Commissioners may not serve more than 2 consecutive full terms. If a member is appointed to fill a vacancy for an unexpired term, they may complete the unexpired term and still be eligible to serve 2 consecutive full terms thereafter.

Members, in addition to requirements contained in the organizational documents of the Board or Commission on which they serve, are generally expected to do the following:

- Attend meetings that have been scheduled in advance and participate in public discussion of issues during the meeting.
- Maintain up-to-date knowledge of issues being addressed by their Board or Commission
- Attend committee hearings.
- Select a member to record minutes, track attendance and maintain current contact information for each Boards and Commissions member.
- Select a member to post meeting notices, agendas, and minutes to the County website if there is not a designated staff support, staff liaison, or clerk.

### **Staff Support/Clerk Responsibilities**

If there is no specified officer or member on a Board or Commission to execute the recording of minutes; tracking of attendance; tracking of membership appointment terms and processing of correspondence, then these tasks will be executed by the staff support/clerk in addition to providing members with copies of the organizational documents for their respective Board or Commission, including the Code of Ethics and Code of Civility; maintaining current contact information for each Board or Commission member and posting meeting notices, agendas and minutes pursuant to this chapter.

Staff Support/Clerks are responsible for new member orientation ([See New Member Checklist](#)) and must send necessary onboarding forms to the Assistant Clerk within one (1) week of a new

member's first meeting. They must also provide the Assistant Clerk an annual report summarizing the board activity and attendance records for the year.

Staff Support is responsible for adhering to the Charles County Government Style Guide for printed materials for Boards and Commissions (i.e., letterhead). Required funding for any such materials or other requests requiring funding must be pre-approved via the Charles County Government departmental chain of command for budgeted funds.

### **Attendance Requirements**

Policies of the Board regarding attendance by members at regularly scheduled Board meetings shall follow with relevant provisions of the Maryland Law and the County Commissioners' attendance policy found in [Resolution 2023-11](#). Any member of the Board who shall fail to attend the minimum number of meetings during any period of twelve (12) consecutive months shall be considered for removal by the Board of Commissioners. Participation of Board and Commission members in the meetings of the Board are vital to the Board or Commission meeting its goals and absenteeism creates problems detracting from the quality of services provided by the Board or Commission. Board and Commission members who find great difficulty in allocating sufficient time to serve on the Board or Commission are encouraged to resign from the Board or Commission to provide opportunities for others interested individuals to serve. Absences from meetings will be excused for extraordinary job-related demands, illness or family emergency. Other scheduled absences may be excused with at least a week's notice. Unexcused absences are not permitted and may be grounds for removal. Absences for Boards and Commissions will be granted based on total meeting in the calendar year. Failure to attend the minimum number of meetings, whether virtual or in person, will be grounds for removal of said individual by the County Commissioners. The amount of allowed absences applies to excused absences; any unexcused absences may be grounds for removal.



| # of Meetings per year | # of allowed absences |
|------------------------|-----------------------|
| 1-2                    | 0                     |
| 3-5                    | 1                     |
| 5-7                    | 2                     |
| 7 +                    | 3                     |

The Commissioners shall, at their discretion, declare that a vacancy exists and proceed to have it filled by appointment for the remainder of the unexpired term in the manner provided for in the organizational documents of the Board or Commission.

Monthly attendance records are to be monitored by the Board or Commission Staff Support/Clerk representative and sent to the Assistant Clerk for further action.

### **Code of Ethics**

Members of all Boards and Commissions are subject to, and must adhere to, the provisions of the Charles County Code of Ethics (Charles County Code Chapter 44 – *Ethics* and Chapter 170 – *Ethics, Code of*). Upon appointment, the Staff Support/Clerk representative shall provide each member with a copy of the Code of Ethics.

A copy of the Code of Ethics is available here ([See Code of Ethics](#))

Code of Ethics. Members are requested to acknowledge receipt of the Code of Ethics, in writing and this is to be forwarded to the designated Assistant Clerk.

### **Financial Disclosure Statement**

Members of certain Board or Commissions are required to file financial disclosure statements by January 31<sup>st</sup> of each year. The County Attorney's Office manages and tracks the compliance and submission of the Financial Disclosure Statements and will provide a summary report to the Assistant Clerk for presentation to the Commissioners within two weeks of January 31<sup>st</sup> deadline.)

[\(see Financial Disclosure Form 1 for year 2023\)](#) [\(See Financial Disclosure Form 2 for year 2023\)](#).

*List of Boards or Commissions who must Financial Disclosure form available on each form*

## **Parliamentary Procedures**

Fundamentally, parliamentary procedure defines how groups of people, no matter how formal or informal, can most effectively meet and make decisions in a fair, consistent manner—and make good use of everyone's time. Even a basic background in parliamentary principles can help you and your organization hold more efficient meetings. Roberts Rules of Order are recognized for conducting meetings, but strict adherence shall not be required.

## **Maryland Open Meetings Act**

The exercise of the powers of the Boards and Commissions shall follow all relevant provisions of the Maryland Public Information Act, State Government Article § 10-611 et. seq., and the Open Meetings Law, State Government Article § 10-501 et. seq. All Board meetings shall be open to the public. The Board has the right to close the public meeting for a closed session to discuss certain personnel issues, confidential business proprietary matters, and for other purposes as permitted by the Open Meetings Law (see attached Form of Statement for closing a Meeting). In adherence to the Open Meeting Act. “Each public entity subject to the Open Meeting Act must designate at least one employee, officer, or member to receive training on the requirements of the Act. More information on the training course can be found via [https://www.igsr.umd.edu/VLC/OMA/class\\_oma\\_title.php](https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php).

Meeting notices for scheduled meetings shall be posted on the County’s official bulletin board located in the atrium of the Charles County Government building at the entrance of the Commissioners’ Meeting Room five (5) business days prior to the meeting. Notices for unplanned or emergency meetings shall be posted as soon as possible on official bulletin board. Meeting notices shall also be posted on the Charles County Government website via the ICG Workgroup Application. ([See SOP#CC.1.009](#))

## **Minutes and Votes**

The purpose of taking meeting minutes is to have a summation and point of reference to record the points discussed. Minutes are to include essential details such as the date of the meeting, a list of attendees, agenda for the meeting and any action taken or required. Minutes are a way to track of the essence of a meeting and the progress of action and planning. ([See Closed Session Summary Template](#))

Open meeting minutes and closed meeting minutes are to be recorded and approved for all Boards and Commissions meetings. Open meeting minutes should only reference if a closed meeting took place and should cite the provision for which that portion of the meeting is closed and a “form of statement for closing a meeting” should be completed and attached to the minutes. Closed session minutes should be recorded separate from the open meeting minutes and are not made available to the public. A “minute’s template” is attached hereto and made a part of this Manual. ([See Form of Statement for Closing a Meeting](#))

## **Role of Attorney on Specific BCCs**

Certain Boards and Commissions require the assignment of a County Attorney in the membership formation. The role of the County Attorney is to render legal advice and guidance to the specific Boards and Commissions, as needed. The County Attorney does not lead the meeting unless that is their specified role.

## **FORM OF STATEMENT FOR CLOSING A MEETING**

**FORM OF STATEMENT FOR CLOSING A MEETING**

Location: Virtual- MS Teams

Date: March 9, 2021

Time: 9:54 a.m.

Motion By: Commissioner Rucci

Seconded By: Commissioner Costo

Vote to Close Session:

|                             | AYE                                 | NAY                      | ABSTAIN                  | ABSENT                   |
|-----------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Reuben B. Collins, II, Esq. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gilbert O. Bowling, III.    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thomasina O. Costo, M.S.    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Amanda Stewart, M.Ed.       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bobby Rucci                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**STATUTORY AUTHORITY TO CLOSE SESSION**

**General Provisions Article §3--305(b):**

(1) ☐ To discuss:

(i) The appointment, employment, assignment, promotion, discipline, demotion, removal, resignation, or performance evaluation of appointees, employees, or officials; or

☐ (ii) Any other personnel matter that affects one or more specific individuals.

(2) ☐ To protect the privacy or reputation of individuals with respect to a matter that is a business.

(3) ☒ To consider the acquisition of real property for a public purpose and matters directly related to the acquisition.

(4) ☒ To consider a preliminary matter that concerns the proposal for a business or industry to locate, expand, or remain in the State.

(5) ☐ To consider the investment of public funds.

(6) ☐ To consider the marketing of public securities.

(7) ☒ To consult with counsel to obtain legal advice on a legal matter.

(8) ☒ To consult with staff, consultants, or other individuals about pending or potential litigation.

(9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiation of collective bargaining agreements.

(12) [ ] To conduct or discuss an investigative proceeding on actual or possible criminal conc

(13) [ ] To comply with a specific constitutional, statutory, or judicially imposed require public disclosures about a particular proceeding or matter.

(14) [ ] Before a contract is awarded or bids are opened, discuss a matter directly related to a or the contents of a bid or proposal, if public discussion or disclosure would adversely impa public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

**3-305 (b)(4)(7) Legal: Future Potential Business Relocated to Charles County**

REASON FOR CLOSING: To keep legal negotiations confidential.

**3-305 (b)(3)(7) Legal: Potential Acquisition**

REASON FOR CLOSING: To keep legal negotiations confidential.

**3-305 (b)(7)(8) Legal Advice: Two Issues related to Potential Litigation**

REASON FOR CLOSING: To keep legal negotiations confidential.



Reuben B. Collins, II, Esq., President

## Charles County Government Commissioner Standard Operating Policy

|                     |   |                           |
|---------------------|---|---------------------------|
| <b>Title:</b>       | Commissioners' Office Signature Items   | <b>SOP #:</b> CP.CC.03    |
| <b>Department:</b>  | Commissioners   | <b>Effective Date:</b> 9/ |
| <b>Division:</b>    | Clerk   | <b>Last Review Date</b>   |
| <b>Purpose:</b>     | To provide an effective and efficient method for monitoring C signature correspondence and documents. |                           |
| <b>References:</b>  | CP.CC.03.004 Ghostwriter – Automated Signing Machine Us   |                           |
|                     | CP.FAS.03.001 Budget Policies & Delegated Authorities   |                           |
| <b>Attachments:</b> | n/a   |                           |

### Policy:

#### 1.0 Documents for Signature

- 1.1 No Commissioner may sign any document intended to evidence the app Board of Commissioners unless the document has been approved, eithe consensus, by a majority of the Commissioners during a regular or spec the Board.
  - 1.1.1 Notwithstanding the foregoing, certificates of recognition, c citations, and proclamations may be signed without prior Bc Commissioners' approval.
- 1.2 Once a document is approved as outlined in Section 1.1., the Clerk to th Commissioners shall present the document to each Commissioner for tl Documents approved by the majority of the Board of Commissioners sl by all members of the Board.
  - 1.2.1 A Commissioner may choose not to sign a document that ha approved by the Board. The document will be stamped "dec above the Commissioners' name.
- 1.3 A Commissioner may approve use of a ghostwriter machine to sign doc their absence. Approval of the use of a ghostwriter machine must be do by the Commissioner, unless the document is included in those conside approved for signature by a ghostwriter machine, as detailed in CP.CC. Ghostwriter – Automated Signing Machine Use Policy.

2.2 In the absence of the President, the Vice President of the Board perform signatory duties of the President.

### **3.0 Time Sensitive Documents/Correspondence**

3.1 Should a Commissioner be unavailable to sign a time-sensitive document hours of the required deadline, and the document is not permitted to be accordance with CP.CC.03.004 Ghostwriter – Automated Signing Machine Policy, the document will be stamped “unavailable for signature” above Commissioner’s name and mailed. The Commissioner will be provided document without his or her signature.

### **4.0 Exceptions**

4.1 Any and all exceptions to this policy must be approved in advance by the County Commissioners.

|                    |   |                     |
|--------------------|---|---------------------|
| <b>Authorized:</b> |  | <b>Date:</b> Feb 2, |
|--------------------|---|---------------------|

|                        |  |  |  |  |
|------------------------|--|--|--|--|
| <b>Revision Dates:</b> |  |  |  |  |
|                        |  |  |  |  |
|                        |  |  |  |  |

## [SAMPLE](#)

### **TEMPLATE FOR CLOSED-SESSION SUMMARY TO BE INCLUDED IN THE MINUTES IN THE NEXT OPEN MEETING (General Provisions Article § 3-306(c))**

**Instructions:** When a public body meets in a session closed under § 3-305 of the Open Meetings Act, it must disclose the following four sets of information in the minutes either of its next open session or in the minutes of the open session that it held that day, so long as the public knows the session was closed. This template provides a checklist for the required information. The worksheet at the back of the manual provides a closing statement contains a shorter form of the same checklist. Use of these forms for the formatting of the summary is up to the public body so long as the public body includes the required information in its minutes at the required time.

The four sets of information required by § 3-306(c) are:

1. A statement of the time, place, and purpose of the closed session.
2. A record of the vote of each member as to closing the session.
3. Statutory authority to close session.
4. A listing of the actual topics of discussion, persons present, and each action taken.

---

#### **SUMMARY OF CLOSED SESSION HELD ON [DATE]**

**1. *Statement of the time, place, and purpose of the closed session:***

Time of closed session: \_\_\_\_\_

Place (location) of closed session: \_\_\_\_\_

Purpose of the closed session: \_\_\_\_\_

**2. *Record of the vote of each member as to closing the session:***

Names of members voting aye: \_\_\_\_\_

Members opposed: \_\_\_\_\_ Abstaining: \_\_\_\_\_

**3. *Statutory authority to close session:***

This meeting was closed under the following provisions of General Provisions Article 3:

→ **Topic #1:** § 3-305(b) ( ) → **Topic #2:** § 3-305(b) ( ) → **Topic #3:** § 3-305(b) ( )  
(add others as needed)

**4. *Listing of each topic actually discussed, persons present, and each action taken:***



**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")**  
**UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-200)**

**This form has two sides. Complete items 1 – 4 before closing the meeting.**

- 1. Recorded vote to close the meeting:** Date: \_\_\_\_\_; Time: \_\_\_\_\_; Location: \_\_\_\_\_  
 Motion to close meeting made by: \_\_\_\_\_ Seconded by \_\_\_\_\_  
 Members in favor: \_\_\_\_\_; Opposed: \_\_\_\_\_  
 Abstaining: \_\_\_\_\_; Absent: \_\_\_\_\_

2. **Statutory authority to close session (check all provisions that apply).**  
This meeting will be closed under General Provisions Art. § 3-305(b) only

(1) ☐ "To discuss the appointment, employment, assignment, promotion, demotion, compensation, removal, resignation, or performance evaluation of employees, or officials over whom this public body has jurisdiction; any matter that affects one or more specific individuals"; (2) ☐ "To protect the reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business organization to locate, expand, or remain in the State"; (5) ☐ "To consider the expenditure of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☐ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, concerning a matter involving specific individuals about pending or potential litigation"; (9) ☐ "To conduct contract negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to public or to public security, including: (i) the deployment of fire and police and (ii) the development and implementation of emergency plans"; (11) ☐ "To administer, or grade a scholastic, licensing, or qualifying examination"; (12) ☐ "To discuss or discuss an investigative proceeding on actual or possible criminal conduct, if the public body complies with a specific constitutional, statutory, or judicially imposed restriction that prevents public disclosures about a particular proceeding or matter"; (13) ☐ "To discuss a contract is awarded or bids are opened, to discuss a matter directly relating to the strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive proposal process." (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or data security; or (ii) the ability of the public body to protect sensitive information."

3. For each provision checked above, disclosure of the topic to be discussed and the body's reason for discussing that topic in closed session.

| Citation<br>(insert #<br>from above) | Topic | Reason for closed-session discussion |
|--------------------------------------|-------|--------------------------------------|
| §3-305(b) <input type="checkbox"/>   |       |                                      |
| §3-305(b) <input type="checkbox"/>   |       |                                      |
| §3-305(b) <input type="checkbox"/>   |       |                                      |
| §3-305(b) <input type="checkbox"/>   |       |                                      |
| §3-305(b) <input type="checkbox"/>   |       |                                      |

4. This statement is made by \_\_\_\_\_, Presiding Officer

\*\*\*\*\*

**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUBJECT MATTER TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template)**

- For a meeting closed under the statutory authority cited above:

Time of closed session: \_\_\_\_\_

Place: \_\_\_\_\_

Purpose(s): \_\_\_\_\_

Members who voted to meet in closed session: \_\_\_\_\_

Persons attending closed session: \_\_\_\_\_

Authority under § 3-305 for the closed session: \_\_\_\_\_

Topics actually discussed: \_\_\_\_\_

## **Session Requirements**

According to the Md. General Provisions Code Ann. § 3-302,

(a) Required. -- Before meeting in a closed or open session, a public body shall give reasonable advance notice of the session.

(b) Form. -- Whenever reasonable, a notice under this section shall:

(1) be in writing.

(2) include the date, time, and place of the session; and

(3) if appropriate, include a statement that a part or all of a meeting may be conducted in closed session.

(c) Method. -- A public body may give the notice under this section as follows:

(1) if the public body is a unit of State government, by publication in the Maryland Register.

(2) by delivery to representatives of the news media who regularly report on sessions of the public body or the activities of the government of which the public body is a part.

(3) if the public body previously has given public notice that this method will be used:

(i) by posting or depositing the notice at a convenient public location at or near the place of the session; or

(ii) by posting the notice on an Internet website ordinarily used by the public body to provide information to the public; or

(4) by any other reasonable method.

(d) Copy of notice. -- A public body shall keep a copy of a notice provided under this section for at least 1 year after the date of the session.

## **Boards and Commissions New Member Checklist**

### **(For Staff Support)**

- \_\_\_\_\_ Contact new member within one week of receiving notice of appointment.
- \_\_\_\_\_ Welcome new member and give contact information of staff support, chairman
- \_\_\_\_\_ Review charge of Board or Commission
- \_\_\_\_\_ Provide schedule of meetings, times and location
- \_\_\_\_\_ Provide a copy of the upcoming agenda and review basic flow of meetings
- \_\_\_\_\_ Direct member to Code of Ethics on website to review before first meeting. Have member sign acknowledgment at first meeting.
- \_\_\_\_\_ Review “Member Responsibilities” as outlined in the Boards and Commissions Manual (direct member to website for full Boards and Commissions Manual)
- \_\_\_\_\_ Introduce new member to the Board or Commission and verify all contact information.
- \_\_\_\_\_ Have member sign and complete any paperwork needed for that Board or Commission (i.e. confidentiality etc.)

[Return To Table of Contents](#)

## **Chapter 5: Boards and Commissions Database and CCG Website**

### **Boards and Commissions Database and Charles County Government Website**

The Boards and Commissions database, developed in 2006 by the County Government IT Applications Division, is administered and managed by the Assistant Clerk and/or the Clerk to the Commissioners. A cooperative effort and an open line of communication between the Assistant Clerk and/or the Clerk to the Commissioners and the Chairperson and/or all Support/Clerks of individual Boards and Commissions must be in place in order to have a database that is accurate, current and effective.

The information contained in the Boards and Commissions database is linked to the CCG Boards and Commissions and Workgroups web page. Information that can be viewed by the general public via the Charles County Government website ([www.charlescountymd.gov](http://www.charlescountymd.gov)) includes the contact agency or department name, phone number, members' names, position held, and term expiration on the Board or Commission and the description or charge of the Board or Commission. Meeting notices, agendas, minutes and general notices are posted and accessed on the CCG website by the Staff Support/Clerks via the ICG Work Groups application. On the occasion that the Staff Support/Clerk is not a County Government employee, special provisions will be made for a County Government employee of the appropriate Department to serve as a liaison to the Board or Commission in order to post of documents to the CCG website. ([See SOP#CC.1.009](#))

Links to external websites associated with Boards and Commissions must be approved by the Charles County Government prior to a link being established on the Charles County Government website. This approval shall be obtained through the Charles County Government Staff Support/Liaison's departmental chain of command.

Meeting notices and minutes are also audited by spot checks for posting on the website. This auditing is carried out by the Assistant Clerk and/or the Clerk to the Commissioners.

The database can produce various reports and provides a wide range of current information and partial historical information (as the database was not created until 2006). Membership terms,

types and positions within specific Boards and Commissions can be obtained. Membership rosters within specific Boards and Commissions can be created. Vacancy and appointment expiration reports can be obtained. All of these reports will aid in the maintaining of current information with the cooperation of all Staff Support/Clerks.

Commissioners, Commissioner's Office and County Administrator's Office personnel, Department Heads and their Administrative Associates, and all County Staff Support/Clerks of individual Boards and Commissions have "inquiry" access to the database to aid in the maintenance of current and accurate information. Any changes or updates Department Heads, Chairpersons or County Staff Support/Clerks feel should be made are to be forwarded to the Assistant Clerk and/or Clerk to the Commissioners. Confidential personal contact information contained within the database shall not be shared with the public.

## **Chapter 6: State and County Code; Laserfiche**

### **Charles County Code**

To access the Charles County code, open <https://www.charlescountymd.gov/>. Once on the website, navigate to the **Our County** dropdown and select Charles County Code on the far left.

Navigate **Chapters** for specific topics or locate the search bar and enter by word. Chapters update annually, mostly during the summer. To view County codes before the annual update, visit **New Laws** on the left-hand side of the website.

Employees must login to an account to download and edit PDF's and Word documents.

To access Resolutions, navigate to the Government tab, select Board of County Commissioners, and scroll down to select **Board Actions** on the left.

### **Maryland Code**

To access the Maryland code, open <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>. Navigate to **Current Code and Rules through LexisNexis**.

Navigate through topics through the directory to find specific topics (ex: Correctional Services, Agriculture).

Maryland Code provides guidance for the Charles County Code. Local Government cannot implement law that contradicts state law. ([See Maryland Local Government Code](#))

### **Granicus**

Granicus is for staff members assigned to Boards and Commissions only and is not open to the public. To log in, use Peak Agenda login credentials. Board members use iLegislate.

For the first time logging in, enter:

**Domain Name:** [Charlescountymd.granicus.com](https://charlescountymd.granicus.com)

**Username:** [FirstName.LastName](#)

**Password:**

To schedule a meeting, set meeting body, meeting type location, and date. Include start time/end time and estimated length. If recurring, set meetings for daily, weekly, monthly, or yearly. Once a meeting is set on the calendar, edit the agenda to add additional sections. After adding items to the various sections, save the agenda. Once agenda is final, update your meeting from draft to final and lock the agenda for editing; Download the Agenda and/or public Agenda Packet as a PDF, then publish the agenda to iLegislate and the Web, assigning it to the appropriate web pages. If your agenda contains confidential information for board members, download an Agenda Packet or Council. Publish this packet to iLegislate.

## Laserfiche Instructions

### Laserfiche Instructions

#### 1. Open Up Laserfiche

- Make sure "Use Windows Authentication" box is unchecked.
- Press "open."
- Log in with username and password (need to be assigned by IT applications d

#### FOR BCC DOCUMENTS

#### 2. Open "C-Wing RME" Folder


- Open BCC Documents.
- Open "Board Documents" folder.

#### FOR PUBLIC DOCUMENTS

#### 2. Open "C-Wing RME" Folder


- Open Public Document

#### 3. Turn on scanner!

- Open the folder you want to scan into.
  - So that documents can be easily searched for later in Laserfiche, press: will allow every document to be OCR'd: 
  - Press the scanner icon: and select "Insert After Last Page."

OR if the appropriate folder does not exist yet:

#### FOR BCC DOCUMENTS

- Press the Scanner Icon
- Name the "default document name" in the  Right-hand Panel whichever type of document it is.
- Select "Fields" on the Right-hand Panel
- In the "Template" drop-down menu, select BCC
- In the "Board Name" drop-down menu, select the Board/Committee the file applies to
- In the "Board Document Type" drop-down menu, select the type of document



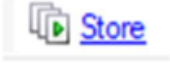
#### FOR PUBLIC DOCUMENTS

- Press the Scan
- Name the "de: Right-hand Pa document it is
- Select "Fields"
- In the "Templ select the type will be scanni
- Fill in all infor
- So that docum for later in La





**4. To Scan:**

- a. Make sure both of the following icons appear in the top left corner: 
- b. Also make sure OCR is on by seeing if it appears under “Configuration” in the top left corner.
- c. Select either “Feeder” or “Duplex” under the Paper Source drop-down menu page. Feeder is for single-sided scanning, while Duplex is for doubled-sided s
- d. Load paper into scanner
  - Face-down, with top of document closest to scanner.
  - Make sure to flatten, unfold, or remove staples from pages.
- e. Press the “Start Scanning” icon: 
- f. An error will pop up – press “cancel.”
- g. If you scanned any blank pages, you can always select and delete them by pre: the bottom of the screen.
- h. Press the “Store” or “Store All” icon: 
- i. Close out of the scanner window.
- j. Always write and circle “LF” somewhere on the document to note it has been electronically.

**5. To Save the New File:**

- a. Open up the folder where you just scanned (or, it may already be open).
- b. On the left-hand panel, you will find pictures of the documents you scanned.
- c. Select the document(s) you want to save by clicking on the pictures
  - To select more than one, hold down “Ctrl” on the keyboard.
- d. Press “File” in the upper left-hand corner.
- e. Press “Export.”

#### FOR BCC DOCUMENTS

- f. You may now save the document in its appropriate folder as a PDF!
- F: COM
  - Clerk to Commissioners
  - Boards, Committees, and Commissions
  - Appropriate board/committee/commission
  - Appropriate folder
    - Make the file name specific – “Document type – Name” and include the year if available.
  - Save
- g. File the document in hard copy folder.

#### FOR PUBLIC DOCUMENTS

- f. You may now save the document in its appropriate folder as a PDF!
- F: COM
  - Clerk to Commissioners
  - Appropriate public document (Bills\_Code Home Rule, Proclamations, Resolutions, Tributes)
  - Appropriate Year
    - Make the file name specific – “Document type – Name”
  - Save

### Laserfiche Snapshot

#### (Printing PDF document to Laserfiche)

- 1) Open the document you want to add to Laserfiche
- 2) Press the Print icon
- 3) Set the Printer as “Laserfiche Snapshot”
- 4) Print
- 5) Use the Folder drop down menu to select which folder you would like to print into
- 6) Set the appropriate Template. (Example: If it is a bill, set the template as “Bills”)
- 7) Fill in the requested information
- 8) Click OK

[Return To Table of Contents](#)

## Chapter 7: Establishment of New Boards, Committees, Commissions

### **Establishment of New Boards or Commissions**

From time to time the Board of County Commissioners may deem it necessary to establish a new Board or Commission. This chapter provides the basic framework for the Commissioners to use in such establishment to ensure consistent and effective formation of the Board or Commission to achieve the established objective or charge.

### **Formation Worksheet**

The Formation Worksheet is to be used as a guide for the Commissioners during their process of establishing a new Board or Commission ([See Formation Worksheet](#)). The Formation Worksheet assists the Commissioners in establishing the specific charge, timeline, and completion of the new Board or Commission. Upon completion and approval of the Formation Worksheet CCG staff, as directed by the Commissioners, will use the Worksheet to draft the County's Standard Resolution and Rules of Procedure for presentation and formal adoption by the County Commissioners. The Assistant Clerk and/or Clerk to the Commissioners will then begin the advertisement/recruitment process to seat the new Board or Commission.

**FORMATION WORKSHEET FOR NEW**  
**COMMISSIONER-APPOINTED**  
**BOARDS, COMMITTEES & COMMISSIONS**

**Name of new BCC:**

Charles County Police Accountability Board (CCPAB)

**Charge:**

Pursuant to Md. PUBLIC SAFETY Code Ann. § 3-1021, the CCPAB shall:

1. Discuss improvements that can be made to policing;
2. Appoint and oversee disciplining and charging committees and trial boards;
3. Receive complaints of police officers from the public;
4. On a quarterly basis, review outcomes of disciplinary matters from the disciplining and charging committees; and
5. On or before December 31 each year, submit a report to the governing body of the county that:
  1. identifies any trends in the discipline of police officers in the county; and
  2. makes recommendations on changes that would improve police accountability in the County.

**Established by:** *(Minutes, Resolution, County Code, etc.)*

Minutes

**Stipend:**    **NO**    or    **YES** *(If yes, specify approved funding source)*

Yes. \$2,500 annually for Chairperson. \$2,000 annually for members.

Two (2) members from each of the four (4) Commissioner Districts, from any Commissioner District. Membership must reflect the racial, diversity of the County. An active police officer may not be a member.

**Term length for members:** *(Generally initial membership is divided staggered to avoid the entire BCC expiring at the same time)*  
4 year terms.

**Appointment of Chairman:** *(Who appoints? CC's or membership)*

The Board of County Commissioners will annually appoint a Chairperson membership of the PAB. The Chairperson shall have relevant experience determined by the Board of Commissioners.

**Term length of Chairperson:** *(Generally is one (1) year regardless of*

Members will serve a term of four (4) years. Membership on the inaugural staggered as follows:

1. Three (3) members, to include the Chairperson, will serve an initial term of four (4) years;
2. Two (2) members shall serve an initial term of three (3) years;
3. Two (2) members shall serve an initial term of two (2) years; and
4. The remaining two (2) members shall serve an initial term of one (1) year.

At the expiration of a term, members shall continue to serve until a successor is appointed. Members may be reappointed for one (1) additional consecutive four (4) year term.

**Appointment of County Government Staff Representatives:** *(Support Department Representatives, etc.)*

TBD.

**Expected timeline for completion of charge, recommendations and/or status of charge report:**

Continuous pursuant to state law.

DRAFT

**SAMPLE**

COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

Resolution Number \_\_\_\_\_

WHEREAS, the County Commissioners of Charles County (the "County") have created the \_\_\_\_\_ to work with the Economic Development and Tourism Department of Charles County Government; and

WHEREAS, the purpose and duties of the \_\_\_\_\_ are, in part: to advocate for the tourism efforts of Charles County; to advise the Tourism Office on local issues, data, trends, and concerns; to provide input into the annual Tourism Plan for Charles County; to support tourism efforts in Charles County via involvement in Statewide and Regional tourism associations and industry groups; and to increase revenues to Charles County and businesses to enhance the County's quality of life; and

WHEREAS, the County Commissioners have approved Bylaws to govern the \_\_\_\_\_, which are attached to and made a part of this Resolution.

NOW, THEREFORE, BE IT RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the County Commissioners of Charles County, Maryland, that the \_\_\_\_\_ is hereby created and authorized and empowered to operate in accordance with the attached Bylaws.

COUNTY COMMISSIONERS OF

CHARLES COUNTY, MARYLAND

ATTEST:

\_\_\_\_\_, Clerk

**RULES OF PRACTICE AND PROCEDURE**  
**THE CHARLES COUNTY PROPERTY STANDARDS TASK FORCE**

**Article I. Introduction**

**Section 1. Purpose**

These Rules are designed to facilitate the conduct of the Property Standards Task Force’s proceedings.

**Section 2. Charge**

On February 22, 2011, the Charles County Commissioners voted to establish a task force (Property Standards Task Force, the “Task Force”) to assist with the collection of data, research and to provide recommendations to the Commissioners related to revisions to the County Nuisance Ordinance and Livability Code (including enforcement and the appeal process), and property registrations (rental and foreclosures). The Task Force is to provide the Commissioners with recommendations on such matters.

**Section 3. Composition**

The Task Force will consist of a minimum of Nine (9) members\*, and one (1) alternate(s) to be comprised of members appointed by the County Commissioners from the following areas:

|   |  |
|---|--|
| PGM Code Enforcement Staff**<br>Residential Realtor (2) | County Attorney’s Office Staff**<br>Citizen at Large (2) |
| Homeowners Association Representative                   | Residential Homeowner (2)                                |
| Charles County Department of Health                     | Banking Industry Representative                          |

*\*Within the Task Force composition, there shall be membership representation from each of the four Commissioner Districts.*

**\*\*Ex-Officio (non-voting)**

The appointments will be for a period of one year. The Commissioners will appoint the initial Chairman of the Task Force. Any subsequent Chairman shall be selected by and amongst the



membership of the Task Force. The Members of the Property Standards Task Force will receive no compensation.

#### **Section 4. Duties and Responsibilities**

The Property Standards Task Force is established by the County Commissioners for the purpose of providing the Commissioners with recommendations related to property standards and maintenance of County residential properties, including, but not limited to, the possible strengthening, amendment, and enforcement of the County Nuisance Ordinance and Livability Code, review of property standards codes from nearby jurisdictions, and the establishment of property registrations for rentals and foreclosures.

**(a)** The Property Standards Task Force shall make recommendations to the County Commissioners on all matters referred to the Task Force by the Commissioners.

**(b)** The County Commissioners may refer any matter related to the Committee's function to the Property Standards Task Force for its review and recommendation.

## **Article II. Organization**

### **Section 1. Election of Officers**

The members of the Property Standards Task Force will elect a Vice Chairman.

The Department of Planning and Growth Management will be responsible to provide a Recording Secretary to support the Property Standards Task Force.

### **Section 2. Role of the Chairman**

The Chairman will preside at all meetings of the Property Standards Task Force and will have authority to sign and execute on behalf of the Property Standards Task Force all correspondence.

### **Section 3. Role of the Vice Chairman**

In the absence of the Chairman, the Vice Chairman will preside at all meetings of the Property Standards Task Force and will perform the duties of the Chairman.

### **Section 4. Role of the Recording Secretary**

It shall be the duty of the Recording Secretary to ensure that all minutes of the previous meetings are approved as submitted by the Recording Secretary or amended and duly recorded in the official minute book and signed by the Recording Secretary.

(a) Keep the minutes of all meetings of the Property Standards Task Force in an appropriate minute book.

(b) Give, serve or request publication of all notices required by law or by these procedures.

(c) Prepare the agenda for all meetings of the Property Standards Task Force.

(d) Be custodian of Property Standards Task Force records.

(e) Inform the Property Standards Task Force of correspondence relating to business of the Property Standards Task Force and attend to such correspondence, as directed by the Chairman.

(f) In the absence of the person designated as Recording Secretary, the Director of the Department of Planning and Growth Management will designate another person to assume the duties of the Recording Secretary.

### **Article III. Powers and Duties**

#### **Section 1. Function**

The Property Standards Task Force functions as a recommending body to the County Commissioners and as a resource to assist with the collection of data and research on property standards and maintenance.

### **Article IV. Meetings in General**

#### **Section 1. Open Meetings**

Meetings shall be conducted in compliance with the provisions of State Government Article 10 Subtitle 5.

Every reasonable effort will be made to provide access to disabled individuals. Individuals having special needs should contact the Recording Secretary to the Property Standards Task Force at least three (3) working days prior to the meeting so the necessary arrangements can be made. If the needs of the individual cannot be provided within the existing capability of County staff and facilities, then all costs will be charged to the applicant in the case of a specific project, or the County, for County projects.

#### **Section 2. Regular Meetings**

The Property Standards Task Force will hold at least one regular meeting each month. The Property Standards Task Force's meeting and meeting schedule will be made generally available to the public. The tentative date of any regular meeting may be changed by the Property Standards Task Force or the Chairman. Each member of the Property Standards Task Force who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Property Standards Task Force shall notify the Staff Support or Recording Secretary to the Property Standards Task Force at the earliest possible opportunity and, in any event, prior to 4:30 p.m. on the day prior to the date of the meeting. The Staff Support or Recording Secretary shall notify the Chairman of the Property Standards Task Force in the event the projected absences will produce a lack of a quorum.

### **Section 3. Special Meetings**

Special meetings of the Property Standards Task Force will be held at the discretion of the Chairman or a majority of its members. The request will state the purpose of the meeting and the matters proposed for consideration. The Chairman will designate the time of the meeting.

### **Section 4. Place of Meetings**

All meetings of the Property Standards Task Force will be held at the Charles County Government Building, Baltimore Street, off Washington Avenue, La Plata, Maryland, unless another place is designated by the Chairman and stated in the notice of the meeting.

### **Section 5. Notice of Meetings**

Notice will be:

- (a) In writing or via electronic mail.
- (b) Include the date, time and place of the meeting or session and any other information required by law or the Code of Charles County with respect to a required public hearing referred to in Article IV; and
- (c) Posted on the County web page.
- (d) Posted on the County bulletin board located outside the Commissioners' Meeting Room at the Charles County Government Building.

### **Section 6. Agenda**

(a) In addition to the official notice required by Section 5, an agenda of any meeting of the Property Standards Task Force will be provided in accordance with this section.

(b) The agenda will include:

- 1. Date, time and place of the meeting.
- 2. Specific reference to each matter which is to be considered at the meeting; and
- 3. A general description of the type of consideration or action contemplated with respect to each such matter (for example, receives report or approves recommendations to the Charles County Commissioners).

- (c) The tentative agenda of a regular meeting will be mailed to each member of the Property Standards Task Force and be available to the public at least 3 days prior to the meeting.
- (d) The agenda of a special meeting will include a statement of the specific purpose(s) for which the meeting has been called.
- (e) Any defect in an agenda referred to in this section (including failure of the agenda to refer to any matter considered by the Property Standards Task Force) will not affect any action taken by the Property Standards Task Force.
- (f) Matters referred to the Property Standards Task Force by the Charles County Commissioners shall be placed on the agenda for consideration and action at the first meeting of  
  
the Property Standards Task Force after such reference.
- (g) **Deadline for Agenda.** The deadline for placement of an item on the agenda shall be by close of business on the regular workday one week prior to the scheduled meeting.

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

- (a) At any meeting the presence of at least five (5) Property Standards Task Force members will constitute a quorum with respect to any action which may be taken at the meeting.
- (b) No Property Standards Task Force member may vote, or be counted as a member of the quorum, by proxy.
- (c) Voting shall be by verbal vote of all members including the Chairman. Members of the Property Standards Task Force are governed by the Ethics Code of Charles County.
- (d) Any member of the Property Standards Task Force who shall feel that he has a conflict of interest on any matter that is on the Property Standards Task Force agenda shall, excuse himself or herself, vacate his or her seat, and refrain from discussing and voting on said items as a Property Standards Task Force Member. However, if an ex parte communication occurs, the member with knowledge of the communication shall disclose the communication setting forth the nature and substance of the discussion. The member who has been on the receiving end of the communication should either withdraw from participation or make a statement on the record affirming his ability to act impartially in the matter.

#### **Section 8. Roberts Rules of Order Recognized**

Roberts Rules of Order are recognized by the Property Standards Task Force for conducting meetings, but strict adherence shall not be required.

## **Section 9. Minutes**

- (a) Written minutes of all meetings of the Property Standards Task Force will be provided in accordance with this section as soon as practicable after any meeting.
- (b) Minutes of the Property Standards Task Force will reflect:
  - 1. Those members in attendance at the meeting.
  - 2. each item or matter considered by the Property Standards Task Force.
  - 3. the action taken by the Property Standards Task Force with respect to each item or matter; and
  - 4. each vote which was recorded.

## **Section 10. Effect of Minutes**

- (a) Except as otherwise provided in this section, minutes of any meeting of the Property Standards Task Force are tentative and unofficial until approved by the Property Standards Task Force at a subsequent meeting.
- (b) Prior to such approval of the minutes, any specific action taken by the Property Standards Task Force may be certified by the Recording Secretary of the Property Standards Task Force, to the extent that such action is contained in a resolution which was read in its entirety to the Property Standards Task Force immediately prior to the vote by which it was adopted.

## **Section 11. Closed Meetings**

The Property Standards Task Force may meet in a closed meeting or adjourn an open meeting to a closed meeting pursuant to Section 10-508 of the State Government Article of the Annotated Code of Maryland.

## **ARTICLE VI. AMENDMENT**

Any provision of these Rules may be recommended to be amended by the County Commissioners by the affirmative vote of at least five (5) members of the Property Standards Task Force at any open meeting, if the subject of the amendment was specifically referred to in the agenda circulated to the Property Standards Task Force prior to that meeting in accordance with Article III.

[Return To Table of Contents](#)

## Chapter 8: BCC Funding

### STIPENDS PAID FOR BOARDS AND COMMISSIONS

Stipends are paid thru the Payroll Department at the request of various staff personnel as noted below.

| Name   | Annual Stipend                   | How Paid |
|--|----------------------------------|----------|
| Board of Appeals                                 | Chair-\$2,350<br>Members-\$1,925 | Yearly   |
| Board Electrical Examiners                       | Members-\$2,100                  | Yearly   |
| Board of License Commissioners<br>(Liquor Board) | Chair-\$2,350<br>Members-\$1,925 | Yearly   |
| Planning Commission                              | Chair-\$2,350<br>Members-\$1,925 | Yearly   |
| Charles County Police<br>Accountability Board    | Members - \$1,875                | Yearly   |

### **Board and Commissions Expenditures**

Any and all funding for Boards and Commissions must be pre-approved via the Charles County Government departmental chain of command for budgeted funds.

[Return To Table of Contents](#)

## Chapter 9: Records and Retention

### **What is a Retention Schedule?**

- A Records Retention and Disposition Schedule (or retention schedule, for short) is an official document, created by a government agency and approved by the State Archivist.
- A retention schedule lists every type of record that the agency generates.
- For each record type (also known as a record series) on a retention schedule, the retention schedule also specifies how long the agency will retain the record before it is destroyed (in the case of non-permanent records) or transferred to the Archives (in the case of permanent records).

### **Why do I need a Retention Schedule?**

- State Government Article 10, sections 608-611 and COMAR 14.18.02 require retention schedules for the economical and efficient management of records.
- Retention schedules let you know what records you have and where they are, which is vital information whenever you need to access information in your records.
- Retention schedules also ensure that you are retaining records for as long as you need them to do your job, but not expending resources holding on to records that have no further value.
- A retention schedule gives you authority to destroy records that have no further use.
- A retention schedule allows you to transfer to the State Archives records that have permanent value but that are no longer needed for your daily work.

\*All credits to Maryland State Archives\*

[https://msa.maryland.gov/msa/intromsa/html/record\\_mgmt/toc.html](https://msa.maryland.gov/msa/intromsa/html/record_mgmt/toc.html)

## **Records and Retention**

### **Drafting a Retention Schedule**



Here are instructions on completing the Records Inventory and Retention Schedule forms. For additional information on the scheduling process, please see our website at [http://msa.maryland.gov/msa/intromsa/html/record\\_mgmt/toc.html](http://msa.maryland.gov/msa/intromsa/html/record_mgmt/toc.html).

### **Completing the Cover Sheet**

Every schedule starts with a single cover sheet with key information about that Inventory and Retention Schedule.

**Schedule Number** - Leave this section blank, as the Records Management Division will assign a schedule number. For future reference, you will need to cite this schedule number whenever you are transferring records or reporting the destruction of records.

**Agency Information** - This information will ensure that schedules will be associated with the correct agency.

- **Department / Agency:** This is the name of the department or agency that is being covered by this schedule. Be sure to include the full, official title of the agency as established in law.
- **Division / Unit:** If this schedule is only covering specific divisions or units within the Department or Agency, specify the name of the Division or Unit here. Again, be sure to include the full, official title of the division or unit as established in law.
- **Mission Statement/Link to division/unit website:** In this section, we are looking for information to identify the purpose of your agency. Understanding the purpose of your agency will help us identify which records that you create or receive are most related to your agency's core mission.

**Schedule Information** - This information ensures that the most up-to-date schedule is associated with your agency.

**Supersedes Schedule** - If this schedule draft will replace an earlier approved schedule for your agency, cite the schedule number of the superseded schedule here. If this schedule is only

superseding certain parts of the earlier schedule, be sure to specify exactly what is being superseded.

**Amends Schedule** - If this schedule draft is only meant to amend or add to a previously approved schedule, cite the earlier schedule here.

**Preparer Information** - This allows us to contact the person who completed the inventory in case we have questions.

**Agency Approval** - This section establishes that the agency director approves of the drafted schedule, per COMAR 14.18.02.07(C)(1).

**State Archivist Approval** - When the State Archivist signs a schedule, it establishes the schedule as active and official.

### **Completing the Body of the Document**

Your schedule will have a new page for each record series. A record series is a group of related records, normally used and filed under a single filing system and kept together as a unit for reference as well as retention and disposition purposes.

**Schedule No** - You can leave this section blank, as the Records Management Division will enter your assigned schedule number.

**Records Series Title** - Identify the name or title given to this record series. Keep in mind that this should be the name by which people refer to the records when they are, for example, requesting access.

**Page Number** - Use this field to track to page numbering for the schedule. For example, in a 10-page schedule, the first page would be Page 1 of 10, the next page would be Page 2 of 10, and so on.

**Record Series Content** - Provide a description of what the record series typically includes, such as the types of information, documents, or forms. In other words: What are these records? To prevent confusion, spell out any acronyms you use.

**Record Series Function** - Explain the purpose and context of these records. Why are these records created? How are they used by your agency or by the public?

**Organization / Arrangement** - How are the records organized or filed by your agency. For example, are they alphabetical by name, numerical by case number, or in a relational database?

**Indexing System** - If an indexing system is necessary to access these records, describe it here. For example, records arranged by case number typically need an index to link an individual's name to a specific case number. Keep in mind that indexes are also record series and must be retained for at least as long as the record series to which they provide access and are often considered to be of permanent value in and of themselves.

**Restrictions (Law or Regulation Citation)** - Unless otherwise provided by law, Maryland government records are open to public inspection. If there are any laws or regulations that restrict access to these records, include a specific citation (such as "Restricted for confidentiality under Maryland Annotated Code General Provisions Section § 4-329")

**Formats** - What is the physical form of this record? Be sure to include all the formats for the record series. For example, perhaps these records were first created as books, then were only created in microfilm, and now are only in an electronic format. Examples: loose paper, bound books, TIF images, microfilm, photographs

**Volume** - Give an estimate of how much of this type of record is currently in the custody of your agency. You can use whatever measure is useful, such as cubic feet or megabytes. This information is useful for your agency's storage planning. If you have multiple formats for this record type be sure to include the volume of each format.

**Annual Accumulation** - Provide an estimate of how much of this type of record your agency creates or receives each year. This information is also useful for your agency's storage planning.

**Current Location** - Specify where the records are located, such as an address and room number. This information is valuable for disaster recovery planning. If you have multiple formats for this record type be sure to include the locations of each format.

**Audit Requirements** - Specify whether there are any audit requirements. When determining how long to retain records, it's necessary to be aware of the presence of any audit requirements.

**Date Span** - Specify what dates you have for this type of record in your agency's custody. For example, you may have records from 1990-2016. Do not include the dates of records that have been destroyed or previously transferred to the State Archives. If you have multiple formats for this record type be sure to specify the date span of each format.

**Completeness/gaps** - Please note if there are any gaps in the records. For example, if records were lost in a flood or server crash or if they weren't created during a certain time, note it here.

**Schedule Item Number** - Number each record series sequentially, starting with 1. This number will be useful for citing a schedule for transfer or disposal purposes.

**Retention** - State how long the record will be retained before it is destroyed (in the case of non-permanent records) or transferred to the State Archives (for permanent records).

**Justification for Permanent Retention** - While we must ensure that all records with permanent value are transferred to the Archives, we cannot justify the costs of storing records that have no further value. If you believe a record series should be retained forever, provide your reasons in this field.

### **Creating Additional Pages**

It is probable that your agency schedule will have more than one page. To create a second page, select and copy all of the fields on the page and paste them onto the next page. You may also just create a new document for each successive series and save each as a separate document.

### **Steps to Take After Drafting the Retention Schedule**

1. Make sure you have THREE copies of the schedule cover sheet. Each must include the signatures.
2. Make sure that each section of the schedule has a Record Series page that is completely filled out.
3. Send the completed schedule to the Asset Accountant who handles Records and Retention. To date (2024), the person you should send it to is Keith Sherald ([sheraldk@charlescountymd.gov](mailto:sheraldk@charlescountymd.gov))
4. They will then send it to the Maryland State Archives Department. Usually, the turnover rate is slow and there is no set time that you will receive word back.
5. Once you do receive word back, there will most likely be changes that you have to make. Once you make the changes, submit the revised schedule to the Asset Accountant to be sent back to the Maryland State Archives.
6. Once approved, you will then be able retain/destroy the items according to the schedule.

[Return To Table of Contents](#)