

COUNCIL FOR THE TOWN OF INDIAN HEAD

RESOLUTION NO: 11-01-18

INTRODUCED BY: Mayor and Council
DATE INTRODUCED: November 5, 2018
DATE ADOPTED: November 5, 2018
DATE EFFECTIVE: November 5, 2018

A RESOLUTION TO ESTABLISH CERTAIN PROTOCOLS FOR CONDUCT OF THE INDIAN HEAD TOWN COUNCIL AND ITS MEMBERS.

WHEREAS, the members of the Town Council desire to formally establish certain protocols to govern their conduct and relationship with Town staff and the conduct of certain Town business.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Town Council of Indian Head, Maryland, that:

1. All requests for the use of Town facilities by a Town Council member must be approved prior to the use by a majority of the Town Council.
2. All requests by a Town Council member to purchase items or make improvements, not previously discussed at a Town meeting, Town Council work session or budget session, must first be approved by a majority of the Council.
3. All requests by a Town Council member to direct Town staff must have the Town Manager's prior approval. If the Town Manager believes that the request is inappropriate or would unduly distract staff from performing their regular duties, the Town Manager should forward the request to the Town Council for approval.
4. Minutes of all meetings of Town committees and commissions should be provided to the Town Council. All minutes should include, at a minimum, express items of action, items discussed, and items voted or agreed upon. Each commission or committee should appoint a member to take and distribute minutes.
5. The Town Manager should be included in all correspondence regarding resident concerns/complaints about Town day to day operations.
6. Press releases regarding Town business should come from, or be approved by, a majority of the Town Council.
7. Where feasible, the Town Manager should attend all meetings between Town Council members and non-Town organizations. The Town Manager or a Council member in attendance at the meeting should provide a summary of the meeting to the full Council as soon as practicable following the meeting.
8. Messages may be displayed on the Town Marquee at the discretion of the Town Manager. Messages not relating to Town events and meetings should first be approved by the Town Council.
9. Any public event that is conducted in the name of Town by any Town officials must receive majority approval of the Town Council prior to being publicly announced. Announcements must be made first in the Town's official website prior to being shared in any other public or private website.
10. This Resolution shall be in full force and effect immediately upon its adoption.

INDIAN HEAD TOWN COUNCIL



Brandon Paulin, Mayor



Ron Sitoula, Vice Mayor



Curtis Smith, Councilman

ATTEST:



Andrea Brady, Town Clerk

11/5/18
Date