

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-09

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 301 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE NUMBER, SELECTION AND TERM OF TOWN COMMISSIONERS.

The purpose of the amendment of Section 301 of the Town Charter is to require that there are five (5) Town Commissioners with staggered two (2) year terms beginning after the Commissioners' swearing in at the regular Commissioners meeting. Elections will take place on the first Tuesday of March. A tie for a position will be decided by a run-off election.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 301 of the Town Charter, entitled "Number, Selection and Term", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Sec 301 Number, Selection and Term

All legislative powers of the Town shall be vested in a body designated as "Town Commissioners of Charlestown", consisting of [[a President and four (4) Commissioners. The Monday of January, 1979, and for two (2) Commissioners each two (2) years thereafter. Those candidates who receive respectively the first and second highest number of eligible votes cast shall be declared elected as Commissioners and shall hold office for a two (2) year term. The qualified voters of the Town shall hold an election for three (3) Commissioners on the second Monday of January, 1980, and for three (3) Commissioners each two (2) years thereafter. Those three (3) candidates who receive respectively the first, second, and third highest number of eligible votes cast shall be declared elected as Commissioners and shall hold office for a two (2) year term. Beginning January, 1979, the terms of office of all Commissioners shall be for two (2) years and shall begin on the day following the election and end on the second Tuesday of the month two (2) years hence or until their successors are elected and qualified. In the case of any precise tie between two (2) candidates which would prevent one of them from holding office, a run-off election shall be held within the next thirty (30) days following said election in which the tie was declared.]] **FIVE COMMISSIONERS ELECTED BY THE VOTERS OF THE TOWN THROUGH ELECTIONS HELD EVERY YEAR ON THE FIRST TUESDAY OF MARCH. COMMISSIONERS ARE ELECTED TO TWO-YEAR TERMS STAGGERED SO THAT TWO ARE ELECTED ON ONE YEAR (ODD NUMBERED YEARS) AND THREE THE FOLLOWING YEAR (EVEN NUMBERED YEARS). CANDIDATES RECEIVING THE HIGHEST NUMBERS OF VOTES ARE ELECTED. COMMISSIONERS' TERMS BEGIN AFTER THEIR BEING SWORN IN AT THE REGULAR COMMISSIONERS MEETING ON THE SECOND TUESDAY OF MARCH AND END WHEN THEIR SUCCESSORS ARE SWORN IN TWO YEARS LATER. IN CASE OF A TIE FOR A POSITION, SELECTION SHALL BE DECIDED BY A RUN-OFF ELECTION CONDUCTED BY THE CHAIR OF THE ELECTION COMMITTEE.**

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-10

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 302 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE QUALIFICATIONS OF TOWN COMMISSIONERS.

The purpose of the amendment of Section 302 of the Town Charter is to require that Town Commissioners remain residents of the Town during their term of office.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 302 of the Town Charter, entitled "Qualifications of Commissioners", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 302. Qualifications of Commissioners

Commissioners shall have resided in the Town for at least one (1) year preceding their election, **SHALL REMAIN RESIDENTS OF THE TOWN DURING THEIR TERM OF OFFICE**, be at least twenty-one (21) years of age **BY THE DATE OF THE ELECTION**, and shall be qualified voters of the Town.

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-11

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 304 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE MEETINGS OF TOWN COMMISSIONERS.

The purpose of the amendment of Section 304 of the Town Charter is to reflect that the Town no longer appoints a "Town Clerk" and now appoints a "Town Administrator". The Town Administrator is permitted to call special meetings of the Commissioners upon the request of the President or a majority of the Commissioners. The Commissioners are no longer required to meet at 7.30 pm on the first Tuesday following its election.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 304 of the Town Charter, entitled "Meeting of Town Commissioners", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 304. Meeting of Town Commissioners

[[The newly elected Commissioners shall meet at 7:30 p.m. on the first Tuesday following its election for the purpose of organization, after which the Commissioners shall meet regularly on]] **THE COMMISSIONERS MEETING SHALL BE SCHEDULED FOR** the second Tuesday of each month. Special meetings may be called by the Town [[Clerk]] **ADMINISTRATOR** upon the request of the President or a majority of the Commissioners. All regular meetings of the Commission shall be open to the public, **EXCEPT FOR EXECUTIVE SESSIONS**.

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-12

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 305 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE ELECTION AND TERM OF THE OFFICERS OF THE TOWN COMMISSIONERS.

The purpose of the amendment of Section 305 of the Town Charter is to establish the method and occasion of electing a President, Vice President and Treasurer of the Town.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 305 of the Town Charter, entitled "President of the Town Commissioners", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 305. [[President]] **OFFICERS** of the Town Commissioners

[[The President, Vice President and Treasurer will be elected for a one (1) year term by the Commissioners by secret ballot.]] **AT THE FIRST MEETING IN MARCH, FOLLOWING THE INSTALLATION OF ANY NEW COMMISSIONERS, THE BOARD SHALL ELECT, BY SECRET BALLOT, FROM AMONG THEIR NUMBER, A PRESIDENT, A VICE PRESIDENT AND A TREASURER. THEIR TERMS BEGIN IMMEDIATELY AND THEY SERVE UNTIL THEIR SUCCESSORS ARE ELECTED THE NEXT YEAR.** The Vice President shall act as President in the absence or disability of the President.

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-13

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 306 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE QUORUM REQUIRED FOR THE TRANSACTION OF BUSINESS BY THE TOWN COMMISSIONERS.

The purpose of the amendment of Section 306 of the Town Charter is to clarify the numerical requirement for a quorum and majority vote of the Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 306 of the Town Charter, entitled "Quorum", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 306. [[Quorum]] **QUORUM**

A majority of the Commissioners (**3**) shall constitute a quorum for the transaction of business, but no ordinance shall be approved without the favorable votes of a majority of the Commissioners (**3 votes**).

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-14

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 401 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE SELECTION AND TERM OF THE PRESIDENT.

The purpose of the amendment of Section 401 of the Town Charter is to delete the requirements for selection and the term of the President as this has been referenced in an earlier section of the Town Charter.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 401 of the Town Charter, entitled "Selection and Term", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

[[Section 401. Selection and Term

The President shall be elected as hereinbefore provided and shall hold office for a term of one (1) year or until his successor is elected and qualified. The elected President shall take office on the second Tuesday in January. The President holding office at the time this Charter becomes effective shall continue to hold office for the term for which he was elected and until his successor takes office under the provisions of this Charter.]]

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-15

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 402 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE POWERS AND DUTIES OF THE PRESIDENT.

The purpose of the amendment of Section 402 of the Town Charter is to alter the language of the President's power to appoint heads of all Town offices, departments and agencies. Heads of Town offices, departments and agencies no longer serve solely at the pleasure of the President. The President is responsible for all hiring and firing actions which must be exercised in accordance with the Town Personnel Manual and carried out with the approval of the Commissioners and, where appropriate, with recommendations from the Town Administrator. The amendment also provides that the President is responsible for convening meetings of the Town Commissioners and will chair the meetings. In addition, the President shall keep the Commissioners informed of municipal affairs and shall present a budget to the Town Commissioners by May first each year. The President is responsible for overseeing the execution of the programs and activities provided for in the budget.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 402 of the Town Charter, entitled "Powers and Duties", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section [[402.]] **401. Powers and Duties**

a. The President shall see that the ordinances of the Town are faithfully executed and shall be the Chief Executive Officer, and the head of the administrative branch of the Town government.

[[b. The President, with the approval of the Commissioners, shall appoint the heads of all offices, departments, and agencies of the Town government as established by this Charter or by ordinances. All office, department, and agency heads shall serve at the pleasure of the President. All subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the President.]]

B. THE PRESIDENT SHALL CONVENE MEETINGS OF THE COMMISSIONERS AND CHAIR THE MEETINGS.

C. THE PRESIDENT SHALL ASSURE THAT PERSONNEL ACTIONS ARE CARRIED OUT IN ACCORD WITH TOWN POLICY AS CONTAINED IN ITS PERSONNEL MANUAL. THE PRESIDENT IS ULTIMATELY RESPONSIBLE FOR ALL HIRING AND FIRING ACTIONS, WHICH ARE DONE WITH THE CONSENSUS OF THE COMMISSIONERS. WITH RESPECT TO TOWN EMPLOYEES WORKING UNDER THE OPERATIONAL CONTROL OF THE TOWN ADMINISTRATOR, PERSONNEL ACTIONS WILL INCLUDE RECOMMENDATIONS FROM THE ADMINISTRATOR.

[[c. The President each year shall report to the Commissioners]] **D. THE PRESIDENT SHALL KEEP THE COMMISSIONERS INFORMED ON** the condition of municipal affairs and make such recommendations as he deems proper for the public good and the welfare of the Town.

[[d. The President shall have complete supervision over the financial administration of the Town government. He shall prepare or have prepared annually]] **E. BY MAY FIRST, THE PRESIDENT SHALL PREPARE OR HAVE PREPARED** a budget and submit it to the Town Commissioners[[. He shall supervise the administration of the budget as adopted by the Commissioners. He shall supervise the disbursement of all monies and have control over all expenditures to assure that budget appropriations are not exceeded upon recommendation of the Commissioners.]] **FOR THEIR CONSIDERATION, MODIFICATION, AND APPROVAL. HE SHALL OVERSEE THE EXECUTION OF THE PROGRAMS AND ACTIVITIES PROVIDED FOR IN THE BUDGET ADOPTED BY THE COMMISSIONERS. HE SHALL ALSO ASSURE THAT THE BUDGET APPROPRIATIONS APPROVED BY THE COMMISSIONERS ARE NOT EXCEEDED.**

[[e.]] **F.** The President shall have such other powers and perform such other duties as may be prescribed by this Charter or as may be required of him by the Town Commissioners, not inconsistent with this Charter.

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-16

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 502 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE EXERCISE OF THE POWERS OF THE TOWN COMMISSIONERS.

The purpose of the amendment of Section 502 of the Town Charter is to provide that the Commissioners approve Town budgets and the programs contained within the budget, develop municipal planning documents and approve personnel actions.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 502 of the Town Charter, entitled "Exercise of Powers", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 502. Exercise of Powers

For the purpose of carrying out the powers granted in this subtitle or elsewhere in this Charter, the Town Commissioners may pass all necessary ordinances. **THEY ALSO APPROVE TOWN BUDGETS AND THE PROGRAMS CONTAINED THEREIN, DEVELOP AND APPROVE MUNICIPAL PLANNING DOCUMENTS, AND THEY APPROVE PERSONNEL ACTIONS WITHIN THE TOWN.** All the powers of the Town shall be exercised in the manner prescribed by this Charter, or, if the manner be not prescribed, then in such manner as may be prescribed by ordinance.

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-17

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 503 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO ENFORCEMENT OF TOWN ORDINANCES.

The purpose of the amendment of Section 503 of the Town Charter is an editorial revision to remove an incomplete sentence from the paragraph.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 503 of the Town Charter, entitled "Enforcement", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 503. Enforcement

To ensure the observance of the ordinances of the Town, the Town Commissioners shall have the power to provide that violation thereof shall be a misdemeanor and shall have the power to affix thereto penalties of a fine not exceeding five hundred dollars (\$500.00) or imprisonment not exceeding sixty (60) days, or both such fine and imprisonment. Any person subject to any fine, forfeiture, or penalty by virtue of any ordinance passed under the authority of this Charter shall have the right of appeal within thirty (30) days to the Circuit Court of Cecil County in which the fine, forfeiture, or penalty was imposed. [[The Commissioners may provide that, where the violation is of a continuing nature and is persisted in, a conviction for one of the offense subsequent to the first or any succeeding conviction.]]

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-18

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 605 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO NOTICE OF ELECTIONS.

The purpose of the amendment of Section 605 of the Town Charter is to require mailing of a notice of an election to all registered voters providing details of the candidates' names and a short statement of their qualifications.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 605 of the Town Charter, entitled "Notice", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 605. Notice

The Board of Supervisors of Elections shall give at least two (2) weeks notice of every election by an advertisement published in at least one newspaper of general circulation in the Town [[and]], by posting a notice thereof in some public place or places in the Town **AND BY A MAILING TO ALL REGISTERED VOTERS WITH THE CANDIDATES' NAMES AND A SHORT STATEMENT OF THEIR QUALIFICATIONS (PROVIDED BY THE CANDIDATES)**.

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-19

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 606 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO REGISTRATION OF VOTERS.

The purpose of the amendment of Section 606 of the Town Charter is to provide that citizens qualified to vote can register at the Town office except within thirty calendar days prior to an election. Also to provide that maintaining registration lists shall be the responsibility of the Election Board and not the Town Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 606 of the Town Charter, entitled "Registration", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 606. Registration

- a. [[There shall be a registration]] **CITIZENS QUALIFIED TO VOTE SHALL BE ABLE TO REGISTER AT THE TOWN OFFICE** every Town business day, except **WITHIN** thirty (30) calendar days prior to election[[, of qualified persons not registered to vote]].
- b. Registration shall be permanent, and no person shall be entitled to vote in Town Elections unless they are registered. It shall be the duty of the [[Town Commissioners]] **ELECTION BOARD** to keep the registration lists up to date by striking from the lists persons known to have died or to have moved out of the Town. [[To strike a voter from the Registration Books, the Town Clerk must have the approval of the Town Commissioners.]]
- c. The Town Commissioners, by ordinance, shall adopt and enforce any provisions necessary to establish and maintain a system of permanent registration.

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-20

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 701 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE POSITION OF TREASURER.

The purpose of the amendment of Section 701 of the Town Charter is to provide that the Treasurer shall be elected by the Town Commissioners, shall report to the Town Commissioners the status of the Town's finances and the Treasurer shall oversee the financial operation of the Town **AND ASSURE THE PRACTICES ARE IN ACCORDANCE** with the principles and practices of the Government Accounting Standards Board.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 701 of the Town Charter, entitled "Treasurer", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 701. Treasurer

[[There shall be a Treasurer appointed by the Town Commissioners. He shall serve at the pleasure of the Town Commissioners. The Treasurer shall be the chief financial officer of the Town. The financial powers of the Town, except as otherwise provided by this Charter, shall be exercised by the Treasurer under the direct supervision of the Town Commissioners.]] **THE TREASURER, ELECTED BY THE TOWN COMMISSIONERS, SHALL OVERSEE THE FINANCIAL OPERATION OF THE TOWN AND ASSURE THAT THE TOWN'S FINANCIAL PRACTICES ARE CONDUCTED IN ACCORDANCE WITH THE PRINCIPLES AND PRACTICES APPROVED BY THE GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB). HE/SHE SHALL REPORT TO THE TOWN COMMISSIONERS THE STATUS OF THE TOWN'S FINANCES AS OFTEN AS THEY SHALL REQUIRE.**

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-21

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 710 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE SIGNING OF TOWN CHECKS.

The purpose of the amendment of Section 710 of the Town Charter is to allow the Vice President to sign checks if either the President or Treasurer is unavailable.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 710 of the Town Charter, entitled "Checks", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 710 Checks

All checks issued in payment of salaries or other municipal obligations shall be signed by the Treasurer and shall be counter-signed by the President. **IN THE ABSENCE OF EITHER THE PRESIDENT OR THE TREASURER, THE VICE PRESIDENT MAY SIGN.**

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-22

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 801 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE POSITION OF TOWN CLERK.

The purpose of the amendment of Section 801 of the Town Charter is to remove the procedure for appointment of the Town Clerk and the details of the Town Clerk's duties, as this position has been replaced with the position of Town Administrator. Section 801 now provides for the hiring of a Town Administrator by the Town Commissioners and provides that the Town Administrator will be under the supervision of the President of the Town Commissioners and will follow the procedures of the Town's Personnel Policy Manual, Town Ordinances and Regulations.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 801 of the Town Charter, entitled "Town Clerk", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

Section 801. [[Town Clerk]] **TOWN ADMINISTRATOR**

[[There shall be a Town Clerk appointed by the Town Commissioners. The Clerk shall attend every meeting of the Town Commissioners and keep a full and accurate account of the proceedings of the Town Commissioners. The Clerk shall keep such other records and perform such other duties as may be required by this Charter or the Town Commissioners.]] **A TOWN ADMINISTRATOR SHALL BE HIRED BY THE TOWN COMMISSIONERS TO EXERCISE OPERATIONAL CONTROL OF THE TOWN SERVICES. THE ADMINISTRATOR SHALL ACT UNDER THE SUPERVISION OF THE PRESIDENT OF THE COMMISSIONERS AND WILL FOLLOW THE PROCEDURES PRESCRIBED IN THE TOWN'S PERSONNEL POLICY MANUAL AND APPLICABLE ORDINANCES AND REGULATIONS.**

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution

TOWN OF CHARLESTOWN

CHARTER AMENDMENT RESOLUTION 2011-23

A RESOLUTION BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF CHARLESTOWN TO AMEND SECTION 311 OF THE CHARTER OF THE TOWN OF CHARLESTOWN, MARYLAND PERTAINING TO THE REMOVAL FROM OFFICE OF TOWN COMMISSIONERS.

The purpose of the addition of Section 311 to the Town Charter is to provide for the removal from office of Town Commissioners for a felony conviction, extended absenteeism, resignation and death. Town Commissioners will vote to determine whether a breach of the Ethics Code of the Town of Charlestown will result in removal from office.

NOW, THEREFORE, BE IT RESOLVED by the President and Commissioners of the Town of Charlestown that Section 311 of the Town Charter, entitled "Removal from Office", be amended as hereinafter set forth. Provisions being deleted are designated by being in [[double brackets]] and provisions being added are designated by being in **BOLD CAPITAL LETTERS**.

SECTION 311 REMOVAL FROM OFFICE

COMMISSIONERS WILL BE REMOVED FROM OFFICE FOR:

- (1) FELONY CONVICTION (CONSISTENT WITH MARYLAND CONSTITUTION, ARTICLE 15, SECTION 2);**
- (2) EXTENDED ABSENTEEISM (UNEXCUSED ABSENCES FROM COMMISSIONERS MEETING FOR MORE THAN THREE CONSECUTIVE MONTHS);**
- (3) RESIGNATION;**
- (4) DEATH;**
- (5) VIOLATION OF THE ETHICS CODE OF THE TOWN OF CHARLESTOWN AS DETERMINED BY THE ETHICS COMMISSION. VIOLATIONS SHALL BE REPORTED TO THE TOWN COMMISSIONERS. THE UNAFFECTED COMMISSIONERS SHALL VOTE TO DETERMINE WHETHER OR NOT THE IMPEACHED COMMISSIONER SHALL BE REMOVED FROM OFFICE.**

AND BE IT FURTHER RESOLVED that any section or sections of the existing Charter which are inconsistent with the amendment set forth above are hereby repealed.

AND BE IT FURTHER RESOLVED that the amendment contained herein shall become effective and be considered a part of the Charter of the Town of Charlestown, according to the terms of the above amendment, in all respects to be effective and observed as such, upon the fiftieth (50th) day after being adopted by the Commissioners and approved by the President, unless on or before the fortieth (40th) day after being adopted and approved a proper Petition for Referendum meeting the requirements of Article 23A, Section 13(g), is presented to the Town Commissioners or mailed to the Town Commissioners by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Introduced and adopted by the Town Commissioners of Charlestown at the regular public meeting held on _____, and directed to be published in accordance with public law.

ATTEST

TOWN COMMISSIONERS OF
CHARLESTOWN

By: _____

_____ votes in favor of resolution

_____ votes opposing the resolution