

CITY OF LAUREL  
OFFICE OF THE MAYOR



CRAIG A. MOE  
MAYOR

**Executive Order No. 2020-1**

**Subject:** Main Street Organization Committee

**Effective Date:** February 25, 2020

This Executive Order establishes the Main Street Organization Committee. The City of Laurel depends on the input of its citizens and expertise of staff to carry out the duties within the revitalization plan for the Main Street area. Attached is the committee makeup, responsibilities, membership and terms to create such a committee.

This Executive Order shall be effective upon its signing and shall remain in full force and effect unless amended or rescinded by further executive order.

A handwritten signature in black ink, appearing to read 'Craig A. Moe', written over a horizontal line.

Craig A. Moe  
Mayor

Attachment (1)

**Received and Filed**

A handwritten signature in black ink, appearing to read 'Kimberley A. Rau', written over a horizontal line.

Kimberley A. Rau, MMC  
Clerk to the City Council

## **TITLE**

City of Laurel Main Street Organization Committee

## **AUTHORITY**

City of Laurel Charter, Section 353, General Powers

## **PURPOSE**

To establish a process to allow for the creation of an organizational committee, appointment of a Main Street Manager, a staff support team, and citizen volunteer approach committees to implement a revitalization plan that encompasses five (5) point strategies as required by the Main Street Maryland Program.

## **OBJECTIVES**

- a. To establish an organizational committee
- b. To appoint a Main Street Manager
- c. To establish a staff support team
- d. To establish five (5) approach committees
- e. Provide for committee membership, staff support and officers
- f. Provide for procedures for operations of the committee

## **DEFINITIONS**

- a. Main Street Maryland Program – a designation program under the Maryland Department of Housing and Community Development, and affiliate to the National Main Street Center national program
- b. Chair – head of a committee or subcommittee, responsible for creation of the agenda and leading meetings
- c. Main Street Manager – Economic Development Coordinator for the City, acts as the Chair of the organizational committee
- d. Approach Committees – subcommittees of the organizational committee, there are five (5) total, one for each five (5) point strategies
- e. Citizen Volunteer Member – Is a member of the organizational committee that is appointed by the Mayor and serves on one of the approach committees
- f. Staff Support Team – Staff members appointed to serve on the organizational committee by their Department Director that act as the direct point of contact for their departments
- g. Lead Staff Support – Staff Support Team member that acts as the chair for their assigned approach committee

- k. The Mayor shall have the authority to remove any member who violates the City of Laurel Volunteer Code of Conduct
- l. Citizen Volunteer Members shall serve without compensation

### **MEETINGS; MINUTES**

- a. All meetings of the committee and any subcommittee meetings shall be open to the public with reasonable advance notice, as required by Maryland Open Meetings Law, except for legally permitted closed executive sessions
- b. Public participation at meetings may be permitted at the discretion of the Chair
- c. The Chair shall designate the time and place of the meetings
- d. Minutes of the meetings will be taken by the assigned committee member

### **OFFICERS; SUBCOMMITTEES; RULES; REPORTS**

- a. The Lead Staff Support will act as the Chair for their assigned Approach Committee
- b. The Office of the City Administrator's Staff Support Team member will act as the lead staff support for the Organization Approach Committee
- c. The Department of Communications' Staff Support Team member will act as the lead staff support for the Promotion Committee
- d. The Department of Economic and Community Development's Staff Support Team member will act as the lead staff support for the Economic Vitality Committee and the Design Committee
- e. The Department of Public Works' Staff Support Team member will act as the lead staff support for the Clean, Safe, and Green Committee
- f. Staff Support Team members will act as the vice chair for their assigned Approach Committees in the absence of the Lead Staff Support
- g. Other officers may be appointed by the Approach Committees as deemed necessary
- h. The Vice Chair shall perform all the functions of the Chair in his/her absence
- i. If other officers' positions are deemed necessary by the Approach Committees, term limits shall be two (2) years and may be reappointed or re-elected.
- j. Election of officers shall be in the month of January
- k. The Chair may appoint subcommittees for specific goals, projects, or events
- l. If requested, an annual report from the committee to the Mayor shall be provided with the activities the committee completed for the year.