

**CITY OF LAUREL  
OFFICE OF THE MAYOR**



**CRAIG A. MOE  
MAYOR**

**EXECUTIVE ORDER No. 2014-04**

**SUBJECT: Laurel Civic Improvement Committee**

**Effective Date: December 1, 2014**

This Executive Order establishes the Laurel Civic Improvement Committee (LCIC). The City of Laurel depends on input from its citizens to improve on programs and activities and the image of the City. Attached is the committee make up, 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This Executive Order shall be effective upon its signing and shall remain in full force and effect unless amended or rescinded by further executive order.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**

Received and filed

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

Kimberley A. Rau  
Clerk to the City Council

12/3/14  
Date

## **TITLE**

### **Laurel Civic Improvement Committee**

## **AUTHORITY**

City of Laurel Charter, Section 353, General Powers

## **PURPOSE**

To establish and formalize a citizens committee into a Steering Committee with other sub-committee members to improve, and engage the Laurel community in events that build upon the positive image of Laurel.

## **OBJECTIVES**

- a. To establish a committee to build upon the positive image of the City.
- b. To work with the Department of Parks and Recreation on community events.
- c. Provide for committee membership, staff support and officers.
- d. Provide for procedures for operations of the committee and input to the City.

## **DEFINITIONS**

- a. LCIC – Means the Laurel Civic Improvement Committee
- b. Director – The Director of Parks and Recreation for the City of Laurel
- c. Police Chief – The Chief of the Laurel Police Department
- d. City – City of Laurel Administration
- e. Member – Is a member of the LCIC appointed by the Mayor
- f. Staff Support – Designated support to the LCIC, as assigned by the City Administrator.

## **RESPONSIBILITIES**

- a. To make recommendations and to provide advisory services to the City on matters that will improve the appearance of the Community.
- b. To make recommendations and provide advisory services to the Director of the Department of Parks and Recreation on matters related to community events for all age groups that the LCIC may plan.
- c. To cooperate with other governmental agencies, civic groups, and other appropriate organizations in the advancement of programs/community events.
- d. To plan, program and staff such events/programs.
- e. To involve the residents and the business community in activities promoting the City of Laurel.
- f. To work with the community to create and maintain activities that benefits the community of Laurel.
- g. The committee shall act in an advisory capacity only and shall have no adjudicatory or other independent authority.
- h. The committee shall have no authority to expend funds or to legally commit the City to any contractual or other legal obligations without the express written authorization of the City Administrator. The LCIC may seek donations to support events and programs.

## **MEMBERSHIP; TERM**

- a. The Committee shall consist of nine (9) voting members as follows:
- b. Five members shall be appointed and live in the City of Laurel.
- c. Two members shall be appointed that may or may not live in the City of Laurel.
- d. Two members shall be appointed that are from the business community.
- e. The Director of the Department of Parks and Recreation, or his/her designee, shall be ex officio, non-voting member.
- f. The Police Chief of the Laurel Police Department, or his/her designee, shall be ex officio, non-voting member
- g. Members shall be appointed by the Mayor.
- h. The term of office of each member shall commence with three (3) years for six members and two (2) years for three members. Thereafter, all terms will have a three year appointment.
- i. The Mayor shall have the authority to remove any member who has had more than three (3) absences in any consecutive 12-month period.
- j. 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 support staff.

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

- a. A Chair shall be appointed from the membership by the Mayor.
- b. The Vice Chair shall be elected by the membership of the committee.
- c. Other officers maybe appointed as the committee deems necessary.
- d. The Vice Chair shall perform all the functions of the Chair in his/her absence.
- e. Officers shall serve for two years and maybe reappointed or re-elected.
- f. Election of officers shall be in the month of January.
- g. The Chair may appoint sub-committees as needed
- h. All sub-committee Chairs and membership shall be appointed by the Chair of the Laurel Civic Improvement Committee
- i. An annual report from the committee to the Mayor shall be provided with the activities the committee completed for the year.
- j. Standing Sub-Committees of the LCIC shall be as follows:
  - Holiday Decorating Contest
  - Municipal/Mayor's Open House
  - Golden Shovel Award