

Town of Somerset Environment Committee Charter

Establishment

The Environment Committee (the “Committee”) has been established by the Mayor, according to Sections 13-1 and 149-5 of the Town of Somerset Code, in order to **review existing data and policies, and make recommendations related to the environment, and the Town’s impact on the environment.** The Committee shall remain in existence, until terminated by the Mayor.

Composition and Appointment Terms

The Committee shall consist of an odd number of members. There shall be a minimum of 3 and a maximum of 9 members. Members, and the committee chairperson, shall be nominated by the Mayor and approved by the Town Council, according to Sections 13-2 and 13-4 of the Town Code. All members shall serve at the pleasure of the Mayor.

The Committee shall have one Councilmember liaison and one Councilmember alternative, according to Section 13-5 of the Town Code. Liaisons are not voting members of the Committee.

***Officers.* From among the Environment Committee members, the Mayor shall appoint a Committee Chair, or such other officers deemed necessary by the Mayor.**

Duties

The Committee shall perform the following duties:

- 1. Submit environmentally -related budget requests to the Mayor and Council prior to the creation of the Town’s annual budget, and recommendations for expenditures to improve Town operations and activities throughout the year;**
- 2. Research and make recommendations to the Town Council from time-to-time regarding ways to improve the Town’s environmental policies and environmental impact; and**
- 3. Such other duties consistent with the Town Code and this Charter as may be assigned by the Mayor from time to time.**
- 4. Provide educational information concerning environmental issues to the town residents via the Town Journal, Town Website, Town Forums, as well as other formats**

Meetings

Meetings of the Committee shall be conducted in compliance with the Maryland Open Meetings Act. With the assistance of the Town Manager, public notice and an agenda shall be issued prior to the holding of a meeting. Minutes of the meeting shall be promptly prepared, as

required by the Act. Once approved by the Committee, the meeting minutes shall be given to the Town Manager.

As required by the Act, at least one member of the Committee shall complete the online training offered by the Open Meetings Compliance Board. The trainee shall inform the Town Manager once the training has been completed. All members are encouraged to complete the training. The training is available here:

https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php.

Records

Records of the Committee shall be retained in accordance with the Maryland Public Information Act. Committee members shall review the Town's Document Retention Schedule and make certain records are retained in accordance therewith.