

**THE CITY OF FREDERICK  
RESOLUTION NO: 12-05**

A RESOLUTION concerning

Neighborhood Advisory Councils

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WHEREAS, in early 2002, the Mayor and Board of Aldermen developed the Neighborhood Advisory Council (NAC) initiative; and

WHEREAS, on September 5, 2002, the Board of Aldermen adopted Resolution 02-36, formally creating the NACs; and

WHEREAS, on December 10, 2002, the Board of Aldermen adopted Resolution No. 02-44, amending Resolution 02-36 by revising the NAC map incorporated therein to coincide with reporting districts used by the Frederick Police Department; and

WHEREAS, on December 4, 2008, the Board of Aldermen adopted Resolution No. 08-87 for the purpose of amending Resolution 02-36 by updating the implementation plan incorporated therein; and

WHEREAS, the Board of Aldermen now wishes to clarify certain aspects of the function and operation of the NACs by revising the NAC Guidelines adopted under Resolution No. 08-87.

NOW THEREFORE BE IT RESOLVED THAT the Board of Aldermen hereby adopts the Neighborhood Advisory Council Guidelines as set forth on Exhibit A, attached hereto and incorporated herein by this reference.

BE IT FURTHER RESOLVED that Resolution 08-87, Resolution 02-44, and Resolution 02-36 are hereby rescinded and are of no further force or effect.

ADOPTED AND APPROVED THIS 16<sup>th</sup> DAY OF February 2012.

WITNESS

Marsha A. Cowers

Randy McClement  
Randy McClement, Mayor

Reviewed and approved for legal sufficiency:

Staudha A. Nichols

## **NEIGHBORHOOD ADVISORY COUNCIL GUIDELINES**

### **I. Purpose.**

The Neighborhood Advisory Council ("NAC") initiative of The City of Frederick ("City") was started in 2002 for the purpose of providing a forum for regular communications among City residents, staff, and elected officials. The Mayor and Board of Aldermen believe that by facilitating such communications and empowering residents to become more involved in identifying and recommending avenues for change, the quality of life will be improved for all residents of the City.

### **II. NAC Areas.**

For purposes of the NAC initiative, the City is divided into twelve geographic areas known as "NAC Areas". Each such NAC Area corresponds to a designated NAC. (See attached map.)

### **III. Membership.**

- (A) Members.** Each resident living within a NAC Area is a member of that NAC.
- (B) Volunteer Coordinators.** For each NAC there is a Board of Volunteer Coordinators comprised of no more than seven residents appointed by the Mayor with the advice and consent of the Board of Aldermen. Each volunteer coordinator must be a resident of the NAC Area.
- (C) Term.** The term of each volunteer coordinator is two years or until the member's successor is appointed. Volunteer coordinators may be reappointed. Vacancies occurring other than through the expiration of a term will be filled for the unexpired term.
- (D) Officers.** Annually, each Board of Volunteer Coordinators will elect a chairperson and, if the Board of Volunteer Coordinators desires, one or more additional officers such as a secretary or treasurer. The chairperson will preside over each meeting of the NAC. In the absence of the chairperson, those volunteer coordinators present will choose an officer or other member to preside over the meeting. The presiding officer shall decide all points of order.
- (E) Removal.** A volunteer coordinator may be removed for excessive absences or any other lawful cause by the Mayor with the advice and consent of the Board of Aldermen.

### **IV. Responsibilities.**

- (A) Generally.** The NACs will serve in an advisory and partnership capacity to:

1. Bring neighborhood issues and concerns to the attention of the appropriate City staff and elected officials;
2. Propose responses and solutions to address these issues and concerns;
3. Work collaboratively with existing government agencies and other civic and community organizations; and
4. Provide City staff and elected officials with advice and feedback on City initiatives, proposals, and policies, as well as land development and other private proposals affecting neighborhoods.

**(B) Programs and projects.** Each NAC is encouraged to sponsor at least one volunteer program or project each year, such as a food drive, mentoring program, or park beautification day.

**(C) Funding.** The City may allocate funds to the NACs to facilitate NAC programs and projects. Funds not committed or allocated for use by a NAC prior to June 30 will be reallocated to the City's general fund. All funds must be utilized in compliance with City procurement policies and procedures. Funding is not guaranteed and may be terminated by the City at any time prior to its use and for any reason. The treasurer or other officer, as chosen by each Board of Volunteer Coordinators, is responsible for tracking the receipt and expenditure of the funds allocated to that NAC.

## **V. Meetings.**

**(A) Generally.** The meetings of each NAC will be scheduled and conducted by the Board of Volunteer Coordinators for that NAC. NACs should hold meetings as often as the Boards of Volunteer Coordinators deem necessary, but are encouraged to meet at least once every two months. NAC meetings must be conducted as open meetings in accordance with the Maryland Open Meetings Act.

**(B) Location.** NAC meetings will be held in any appropriate location within the NAC, as determined by the Board of Volunteer Coordinators in consultation with the City's Community Outreach Specialist. All meeting locations must be accessible under the Americans with Disabilities Act (ADA).

**(C) Agenda.** The Community Outreach Specialist will prepare the agenda for each NAC meeting in consultation with the chairperson or other officer of the Board of Volunteer Coordinators for that NAC. Each agenda will generally include a call to order; announcements; approval of minutes; general public comment; old business; new business; and adjournment.

**(D) Decisions.** Official actions of a NAC are executed by the Board of Volunteer Coordinators for that NAC. A quorum of each Board of Volunteer Coordinators is a majority of the volunteer coordinators thereon. No decision may be made in

absence of a quorum. Questions put to a vote are decided by a majority of the volunteer coordinators present and voting. A tie vote will be interpreted as a defeat of the motion upon which the vote was taken. Volunteer coordinators' votes will be recorded by hand or voice on each motion. Unanimous decisions will be recorded as such in the minutes. If the decision is not unanimous, the minutes will record the vote or abstention of each volunteer coordinator.

- (E) Participation by NAC members.** Any NAC member or other individual may attend a NAC meeting and make public comment. NAC members may participate in discussions during a meeting to the extent permitted by the presiding officer, but do not have an official vote on items requiring official action.
- (F) Participation by City staff and officials.** To the greatest extent practical, the Community Outreach Specialist or other liaison will attend each NAC meeting in order to facilitate the exchange of information between the NAC and the City. The Boards of Volunteer Coordinators may request, through the Community Outreach Specialist, the attendance of specified City employees or officials at particular NAC meetings.
- (G) Development meetings.** The Boards of Volunteer Coordinators shall respond promptly to requests for meetings relating to particular development projects as required by the Land Management Code (LMC). The City's Planning Department will ensure that the developers hold NAC meetings as required by the LMC and will summarize the comments made at each such NAC meeting for the body or bodies reviewing the development application.
- (H) Citywide NAC meetings.** Twice each year, the City will coordinate meetings of all the NACs to provide information and educate residents about City services, City operations, and citywide issues.
- (I) Minutes.** The Community Outreach Specialist or other City liaison, if present, will record the minutes of each NAC meeting. In absence of the Community Outreach Specialist or other liaison, the secretary or other officer of the Board of Volunteer Coordinators will record the minutes and will promptly forward a copy thereof to the Community Outreach Specialist. Such minutes, once approved by the Board of Volunteer Coordinators, will be the official record of the meeting.

# City of Frederick

## Neighborhood Advisory Councils

### NAC Areas

- |   |   |    |
|---|---|----|
| 1 | 5 | 9  |
| 2 | 6 | 10 |
| 3 | 7 | 11 |
| 4 | 8 | 12 |



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