

COPY

**BY-LAWS FOR THE  
AGRICULTURAL MARKETING ADVISORY COMMITTEE**  
Washington County, Maryland

**Authority**

The Agricultural Marketing Advisory Committee (*Committee*) has been established by the Board of County Commissioners of Washington County, Maryland (*Board*) to provide recommendations regarding the marketing and economic development of Washington County's agricultural industry and related businesses. The Committee shall serve in an advisory capacity only and shall have no decision-making authority except as herein provided for its organizational affairs and functioning.

**Mission Statement**

The Committee was created for the purpose of advising the Board on policy issues associated with the development, marketing, and management of strategies to attract, maintain, and develop Washington County's agricultural industry and related businesses.

**Duties of the Committee**

The Committee shall provide advice and recommendations to the Agricultural Marketing Specialist on annual goals to be accomplished and shall conduct a year-end review of progress toward and accomplishment of those goals. In addition, when requested by the Board, the Committee shall provide advice and recommendations as to policy issues associated with the development, marketing, and management of strategies to attract, maintain, and develop Washington County's agricultural industry and related businesses. Such recommendations shall be in writing.

**By-Laws**

1. The name of the Committee shall be "Agricultural Marketing Advisory Committee."
2. The principal office of the Committee shall be Maryland Cooperative Extension – Washington County Office, 7303 Sharpsburg Pike, Boonsboro, MD 21713
3. **Membership.**
  - A. The Committee shall have ten (10) voting members, consisting of seven (7) stakeholder members who shall be appointed by the Board and three (3) designated ex-officio members (Maryland Cooperative Extension–Washington County Extension Director or

designee; Hagerstown-Washington County Economic Development Commission Executive Director or designee; Hagerstown-Washington County Chamber of Commerce President or designee). Diversity of stakeholders within Washington County shall be considered when new members are selected. In addition to the ten (10) voting members, the Board may appoint other individuals from county government and elsewhere to serve as non-voting, ex-officio members of the Committee for various terms of office and for various purposes.

B. Stakeholder members shall serve for terms of three (3) years. Members shall be eligible for reappointment for one (1) additional full term only and, following the second consecutive three (3) year term, shall be eligible for reappointment only following an intervening three (3) year period.

C. Members shall serve without compensation. Members shall be bound by all applicable state and county laws, ordinances and policies, including without limitation the Washington County Ethics Ordinance.

D. Vacancies occurring in the Committee for any reason shall be filled for the unexpired term by the Board. The Board shall have the authority to remove any member(s) of the Committee in the Board's absolute and sole discretion. A member shall be automatically removed when the member has accumulated three (3) unexcused absences within a period of one year. Excuses for absences may be granted by the Chair or, in the absence of the Chair, the Vice-Chair, and shall be entered in the minutes of the meeting following the absence.

E. The members of the Committee shall elect from among their members a Chair and a Vice-Chair. The members shall appoint a Secretary, who may or may not be a member of the Committee. No two of such offices may be held by one member. The officers shall have the duties and powers usually attendant upon such offices, and such other duties and powers not inconsistent herewith as may be provided by the Committee.

F. Each active member, including designated ex-officio members as indicated herein, shall be entitled to one vote in the affairs of the Committee.

G. Membership in the Committee may be terminated by written, voluntary withdrawal as provided in these by-laws. Withdrawals shall be effective on fulfillment of all obligations to the date of withdrawal. All rights, privileges, and interests of a member in or to the Committee shall cease on termination of membership. Membership in the Committee shall be nontransferable.

#### 4. Meetings.

A. Annual Meeting. There shall be an annual meeting of the Committee during the month of May, each year, unless otherwise ordered by the Committee, for electing officers, receiving reports, and transacting other business.

B. Regular Meetings. The Committee shall hold regular meetings for receiving reports and transacting business. The time and place of such regular meetings shall be determined by the Committee or at the discretion of the Board.

C. Special Meetings. Special meetings of the Committee may be called at any time by the Chair, and must be called at any time by the Chair, or in the Chair's absence, by the Vice-Chair or Secretary, on the written request of four (4) members of the Committee or upon request of the Board. One (1) week's notice of any special meeting must be given to the members of the Committee, and the notice must state the purpose of the meeting.

D. Open Meetings Act. All meetings shall be subject to the Open Meetings Act and members of the public shall be entitled to attend the open portion of any meetings of the Committee.

E. Quorum. A majority of the active members of the Committee, when present at any meeting, shall constitute a quorum, and in case there is less than this number, the presiding officer may adjourn from time to time until a quorum is present.

F. Order of Business. The order of business at meetings of the Commission shall be as follows:

- (1) Call to order.
- (2) Approval of minutes of previous meeting.
- (3) Receipt of communications.
- (4) Reports of officers.
- (5) Reports of committee heads.
- (6) Unfinished business.
- (7) New business.
- (8) Public comment.
- (9) Election of officers (if necessary).
- (10) Adjournment.

The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in the latest edition of Robert's Rules of Order shall govern, when not in conflict with these by-laws.

## 5. Officers.

A. Elective Officers. The elective officers of the Committee shall be the Chair, Vice-Chair, and Secretary. Other offices and officers may be established and appointed by the members of the Committee at a regular or annual meeting.

B. Terms. The Chair, Vice-Chair, and Secretary shall take office immediately upon their election, and shall serve for terms of one (1) year or until their terms

expire. Officers are eligible for re-election. Vacancies in any office must be filled for the balance of the term of such office by the Committee at the next regularly scheduled meeting.

C. Chair. The Chair shall be the chief officer of the organization and shall be present at meetings of the Committee. The Chair shall be a member ex-officio of all subcommittees. The Chair shall communicate to the Committee such matters and make such suggestions as may in the Chair's opinion tend to promote the welfare and increase the usefulness of the Committee, and shall perform such other duties as are necessarily incident to the office.

D. Vice-Chair. The Vice-Chair shall perform all duties of the Chair during the absence of the Chair. The Vice-Chair shall be a member ex-officio of all subcommittees.

E. Secretary. The administration and management of the Committee shall be vested in the Secretary. The Secretary shall direct the activities of the Committee and perform such other duties as may be defined by the Committee. It shall be the duty of the Secretary:

(1) To give notice of all meetings, including notice to the Board and the media pursuant to the Open Meetings Act, and attend all meetings of the Committee and all subcommittees and to make provision for the keeping of a record of proceedings;

(2) To conduct correspondence and to carry into execution all orders, votes, and resolutions not otherwise committed;

(3) To keep a list of the members of the Committee;

(4) To keep records of any agents retained by the Committee, and to take charge of and supervise the performance by such agents of their duties;

(5) To prepare an annual report of the transactions and condition of the Committee, and generally to act in the best interests of the Committee.

6. Elections.

The election of Committee officers shall take place annually at the time and place of the annual meeting. Candidates who receive a majority of votes so cast shall be elected.

7. Amendments.

These by-laws may be amended, repealed, or altered, in whole or in part, by a majority vote at any duly organized meeting of the Committee, subject to the approval of the Board.

8. Liabilities.

Nothing in these by-laws shall constitute members of the Committee as partners for any purpose. No member, officer, agent, or employee shall be liable for the act or failure to act of any other member, officer, agent, or employee, or be liable for his or her acts or failure to act

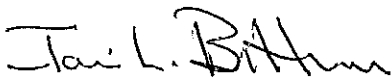
under these by-laws, excepting only acts or omissions arising out of his or her willful misfeasance.

Adopted this 25<sup>th</sup> day of March 2008.

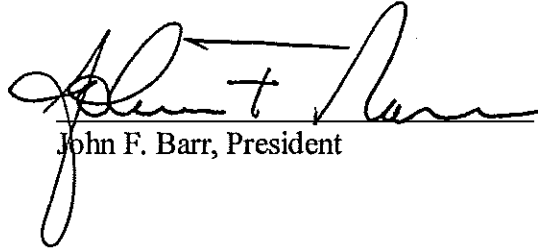
APPROVED BY:

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND



Joni L. Bittner  
Joni L. Bittner, Clerk



John F. Barr  
John F. Barr, President

Approved for legal sufficiency:



Andrew F. Wilkinson  
Andrew F. Wilkinson,  
Assistant County Attorney