



**Resolution 25-20**  
City Council of New Carrollton, Maryland  
Amending The Charter of the City of New Carrollton,  
§C-3 "Government of the City" To Revise Duties  
& Responsibilities of Mayor  
Effective: July 08, 2025

**CHARTER AMENDMENT RESOLUTION 25-20**

**CHARTER AMENDMENT RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND AMENDING THE CHARTER OF THE CITY OF NEW CARROLLTON, § C-3 "GOVERNMENT OF THE CITY" TO REVISE THE DUTIES AND RESPONSIBILITIES OF THE MAYOR; IMPOSING NOTICE REQUIREMENT ON THE MAYOR FOR TEMPORARY ABSENCES; IMPOSING LIMITS OF THE POWERS OF THE MAYOR PRO TEM WHEN ACTING AS MAYOR; REVISING TIME DEADLINES FOR FILLING VACANCIES; AND REVISING THE REQUIREMENT OF TAKING THE OATH OF OFFICE TO ADDRESS CHANGE IN TITLES AND RESPONSIBILITIES.**

**WHEREAS**, pursuant to the authority contained in Article XI-E, § 4 of the Constitution of the State of Maryland and Md. Code Ann., Local Gov't Art., §4-301 et seq., the City Council has the authority to amend the City's Charter, in accordance with the procedures set forth therein; and

**WHEREAS**, the Council of the City of New Carrollton have held multiple retreats and public meetings to review the Charter; and

**WHEREAS**, the Council of the City of New Carrollton has determined multiple revisions are needed to City government; and

**WHEREAS**, the Council of the City of New Carrollton deems it to be necessary and appropriate for good government and for the good of the City of New Carrollton to amend the City Charter in order to update the Charter as it pertains to the form of government, and the duties and responsibilities of those in City government.

**Section 1: NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City Council of New Carrollton, Maryland that the Charter of the City of New Carrollton, § C-3 "Government of the City", be and hereby is repealed, re-enacted and amended to read as follows:

§ C-3 Government of the City.

- A. Election and terms of office. The government of the City shall be vested in a Mayor and a Council of five (5) members, elected at large. On the first Monday in May [of

~~each even-numbered year, there shall be a general election as herein provided, at which a Mayor and two (2) Councilmembers shall be elected to two-year terms, except that in the year 2020 a Mayor and two Councilmembers will be elected to serve one three-year term. On the first Monday in May of each odd-numbered year through and including May 3, 2021, there shall be a general election as herein provided, at which three (3) Councilmembers shall be elected for two-year terms. Commencing with the 2023 City election, there shall be no more staggered terms and] a Mayor and Council of five members shall be elected to two-year terms.~~

B. BEGINNING ~~[on the first Monday]~~ in May 202~~[3]~~5 ~~[in every odd-numbered year thereafter].~~

**B. Tenure of elected officials; vacancies.**

(1) Tenure of elected officials. All elected officials provided for in this Charter shall assume the duties of their respective offices as soon after their appointment or election as practicable and, unless they resign or are removed for cause, shall continue to serve until their successors are duly elected and installed. The term of each elected official shall begin with the first regular meeting of the Council following his or her election and shall continue until the first regular meeting of the Council following the election of his or her successor.

**(2) Vacancies.**

(a) In the event that the office of Mayor or any Council member shall become vacant for any cause other than the expiration of the term for which the incumbent was elected, such vacancy shall be filled as follows:

(i) If it occurs more than 180 days before the next general election, the vacancy shall be filled by special election held not later than 65 days after the vacancy exists.

(ii) If it occurs on or within 180 days of, but not later than 120 ~~90~~ days before, the next general election, the vacancy shall be filled by appointment of the Mayor and Council, by majority vote, within 30 days after the vacancy shall have occurred. If the appointment is not made within that time, the position shall remain vacant until the next election.

(iii) If it occurs within 120 ~~90~~ days of the next general election, the position shall remain vacant until a successor is elected at said election.

(b) Upon it becoming necessary to fill a vacancy in the office of Mayor or Council member pursuant to Subsection B(2)(a) above, the City Clerk shall give public notice of the vacancy, containing the qualifications of the office, the procedure to apply for appointment to the vacancy or to be placed on the special election ballot, as appropriate, NO LATER THAN FIVE (5) BUSINESS DAYS FROM THE EFFECTIVE DATE OF THE VACANCY ~~[and]~~ ALONG WITH the deadline for applications. Applications for appointment and applications to be placed on the special election ballot shall be

forwarded by the Clerk to the Board of Elections, who shall review the applications for the purpose of determining the qualifications of the candidates. The application shall include a petition in a form satisfactory to the Board of Elections containing the names, addresses and signatures of not less than 10 registered voters residing in the City, indicating support of the applicant's candidacy.

(c) For vacancies to be filled by appointment, the Mayor and Council shall review the applications at the next regular meeting after the deadline or at a meeting specially called for that purpose. A vote on the nominee or nominees shall be taken with no nominations being allowed from the floor. Should no nominee receive a majority of the votes cast, a second vote shall be conducted between the two nominees receiving the highest number of votes. The nominee receiving a majority vote shall thereby be appointed to fill the vacancy.

(d) The qualifications necessary to qualify for election as Mayor or Council member, as set forth in § C-4 of the City Charter, shall also apply to an application for appointment or to be placed on the special election ballot for the office of Mayor or Council member under this section. An applicant for appointment or to be placed on the special election ballot under this section shall possess all the required residency qualifications in § C-4 as of the date of filing the application for the vacancy and shall maintain those qualifications during the term. Any nominee not possessing the required qualifications shall be disqualified. The nominating petition requirements of § C-7 of the Charter shall not apply to special elections under this section. The oath of office shall also be the same, and the appointee or individual elected shall receive the compensation provided by law for such office.

(e) In the event of a special election for the position of Mayor or a Councilmember such persons elected at such special election shall be sworn in and installed at the first regular meeting of the City Council following such special election.

#### **C. Mayor: powers and duties.**

(1) The Mayor shall be the Chief Executive Officer of the City and the head of the administrative branch of the City government. ~~[As such, the Mayor shall be responsible for and direct the day-to-day operations of the City and shall supervise the activities of the various City officers and department heads. Immediately after his/her election, the]~~ Mayor shall RECEIVE RECOMMENDATIONS FOR appointments FROM THE CITY MANAGER FOR the following OFFICES, ~~which shall be subject to confirmation by the Council: The~~ Chief of Police, ~~the~~ Director of Public Works, the COMPTROLLER ~~[City Administrative Officer]~~, and such other heads of all offices, departments, and agencies of the City government as established by this Charter or by ordinance. All office, department and agency heads SHALL BE APPOINTED BY THE MAYOR AND CONFIRMED AFTER A MAJORITY VOTE OF THE COUNCIL. APPOINTEES MAY ONLY BE REMOVED ON THE RECOMMENDATION OF THE MAYOR, HUMAN RESOURCES OR A COUNCIL MEMBER, AFTER A SUPERMAJORITY VOTE OF THE COUNCIL. ~~[serve at the pleasure of the Mayor and may be removed by the]~~

~~Mayor. All subordinate officers and employees of the offices, departments and agencies of the City government shall be appointed and removed by the Mayor in accordance with rules and regulations in any personnel policies that may be adopted by the Council. ]~~The Mayor shall also have the power to APPOINT ~~hire~~ a City Attorney, either an individual or a firm, with the approval of the Council. The City Attorney shall be an independent contractor of the City and not an employee.

(2) The Mayor shall be responsible for enforcing the ordinances and carrying out the policies of the City. The Mayor shall exercise such other powers and perform such other duties as are or may be conferred and imposed upon him or her by this Charter, by the ordinances of the City and by policy or directive of the Council.

(3) The Mayor shall ~~[be the Chief Financial Officer of the City. As such, the Mayor shall have complete supervision over the financial administration of the City government. The Mayor shall prepare or have]~~ **[WORK WITH] ASSIST THE COMPTROLLER** in **PREPARING** ~~prepared~~ THE annually-a budget and submit it to the Council as provided for in § C-14. The Mayor shall **ASSIST THE COMPTROLLER IN** ~~supervis[e]~~**ING** the administration of the budget as adopted by Council.

(4) The Mayor shall **ASSIST THE COMPTROLLER IN** ~~supervis[e]~~**ING** the disbursement of all monies and have control over all expenditures to assure that budget appropriations are not exceeded.

(5) ~~He or she~~ **THE MAYOR** shall be recognized as the head of the City government for all ceremonial purposes, by the courts for serving civil process and by the Governor of the State of Maryland for the purpose of military law.

(6) The Mayor shall have the power to veto ordinances passed by the Council. ~~[as provided in § C 10 of this Charter. The Mayor shall exercise the same veto powers over any resolution in the same manner provided for the veto of ordinances.]~~

- a. IF THE MAYOR VETOES ANY ORDINANCE, HE OR SHE SHALL NOT SIGN IT. THE MAYOR SHALL RETURN ALL ORDINANCES TO THE COUNCIL CHAIR WITHIN TEN (10) BUSINESS DAYS AFTER DELIVERY TO HIM OR HER (INCLUDING THE DAY OF DELIVERY AND THE DAY OF RETURN) WITH HIS OR HER APPROVAL OR VETO.
- b. AN ORDINANCE VETOED BY THE MAYOR SHALL BE RETURNED TO THE COUNCIL CHAIR WITH A MESSAGE STATING THE REASONS FOR HIS OR HER DISAPPROVAL.
- c. ANY VETOED ORDINANCE SHALL NOT BECOME LAW UNLESS SUBSEQUENTLY PASSED BY A FAVORABLE VOTE OF A SUPERMAJORITY OF THE WHOLE COUNCIL WITHIN THIRTY-



FIVE (35) CALENDAR DAYS FROM THE TIME OF THE RETURN OF THE ORDINANCE.

- d. IF THE MAYOR FAILS TO RETURN ANY ORDINANCE WITHIN THE TIME PERIOD PRESCRIBED IN 6(a), IT SHALL BE DEEMED TO BE APPROVED BY THE MAYOR AND SHALL BECOME LAW IN THE SAME MANNER AS AN ORDINANCE SIGNED BY THE MAYOR.

**(7) ANY ORDINANCE APPROVED BY THE MAYOR SHALL BE SIGNED BY THE MAYOR AND SHALL BECOME LAW.**

(8) The Mayor shall provide to the Council such staff assistance and such information concerning the administrative branch of the government as the Council may require for the exercise of its legislative powers and duties.

(9) The Mayor or his or her representative shall attend all public meetings of the Council. The Mayor may recommend to the Council such measures for legislative action as he or she may deem to be in the best interests of the City. The Mayor each year shall report to the Council the condition of municipal affairs and make such recommendations as she or he deems proper for the public good and the welfare of the City.

(10) The Mayor shall receive such salary or compensation as the Council shall fix, except that no increase or decrease shall go into effect until approved by the voters at the next general election. The Mayor shall not hold any other office of the municipal corporation during his or her term of office.

(11) ~~[At the first meeting of each new Council, there shall be elected by the Council a member to be designated as Mayor Pro Tem.]~~ In case of the temporary absence of the Mayor 1) for a period of more than three (3) business days when the Mayor is unable to perform duties that cannot await his/her return or cannot be performed by telephone or other type of communication, or 2) due to the hospitalization or disability of the Mayor that would render him or her unable to perform the duties of the office, the Mayor Pro Tem shall act as Mayor during such absence but shall not have the authority to veto ordinances or appoint or remove appointees or employees, yet shall retain voting privileges and legislative powers and duties as conferred and found in the City Charter. If the hospitalization or disability of the Mayor extends beyond thirty (30) calendar days, then, in that event, the Mayor Pro-Tem shall have the authority to veto ordinances and appoint or remove employees throughout the term of the hospitalization or disability. When the Mayor Pro-Tem is acting as Mayor beyond the above referenced thirty-day period, the Acting Mayor shall not retain voting privileges.

(12) THE MAYOR HAS AN AFFIRMATIVE DUTY TO INFORM THE COUNCIL OF UNAVAILABILITY TO PERFORM THE DUTIES OF HIS OR HER OFFICE FOR MORE

THAN 3 (THREE) BUSINESS DAYS. IF THE MAYOR IS UNABLE TO INFORM THE COUNCIL DUE TO ILLNESS, INFIRMITY OR LACK OF ACCESS, THE CITY MANAGER SHALL IMMEDIATELY INFORM THE COUNCIL AND THE MAYOR PRO TEM WILL IMMEDIATELY ASSUME THE DUTIES AS MAYOR, IN ACCORDANCE WITH § C-3(C) (11). THE MAYOR CAN CHALLENGE ANY ASSERTION OF AN INABILITY TO PERFORM THE DUTIES OF HIS OR HER ROLE IN A PUBLIC HEARING THAT MUST OCCUR WITHIN THREE (3) BUSINESS DAYS OF OFFICIAL NOTICE BY THE MAYOR OF SUCH CHALLENGE. THE DECISION ON THE MAYOR'S INABILITY TO PERFORM SHALL BE DECIDED BY A SUPER MAJORITY VOTE OF THE COUNCIL. **IN THE EVENT OF A SUCCESSFUL CHALLENGE THE MAYOR SHALL IMMEDIATELY RESUME THE DUTIES OF THE OFFICE.** THE MAYOR MAY REQUEST CERTAIN CONFIDENTIAL INFORMATION REGARDING HIS HER HEALTH BE WITHHELD FROM THE PUBLIC. IN SUCH CASE, ANY SUCH INFORMATION SHALL BE DISCLOSED IN A CLOSED SESSION OR PROVIDED CONFIDENTIALLY TO THE COUNCIL IN WRITING.

(13) IN THE EVENT THE MAYOR IS UNABLE TO PERFORM HIS OR HER DUTIES FOR SIXTY (60) CONSECUTIVE DAYS, THE OFFICE OF MAYOR SHALL BE DEEMED VACATED OR VACANT. THE MAYOR PRO TEM SHALL ACT AS MAYOR UNTIL SUCH TIME SAID VACANCY IS FILLED PURSUANT § C-3(B)(2).

D. Council: powers and duties.

- (1) The Council shall be the legislative body of the City and shall exercise such powers and perform such duties as are or may be conferred upon it by the General Assembly, by this Charter, and by all ordinances, resolutions and policies of the City consistent with the provisions of this Charter and not contrary to the Constitution and laws of the State of Maryland or the power of the Mayor.
- (2) The Council shall have the power to recognize and engage in collective bargaining with one or more designated bargaining representatives of non-managerial, sworn police officers of the City of New Carrollton, Maryland, Police Department; to enter into a binding collective bargaining agreement with said representatives; and to enact by ordinance or amendment a system of rules and regulations to govern this process. The City Council shall approve all collective bargaining agreements entered into by the City with a collective bargaining representative prior to their becoming effective. In the event the parties negotiating a collective bargaining agreement are unable to reach agreement on one or more terms of a collective bargaining agreement, the City Council shall have the authority to set those terms and conditions of employment that remain in dispute upon a majority vote.
- (3) The members of the Council shall receive such salary or compensation as the Council shall fix, provided that any increase in salary or compensation voted by the Council shall not go into effect until approved by the voters at the next general election.

- (4) At the first REGULAR meeting IN MAY ~~[of each new Council]~~, the Council shall elect from among its members a Chairperson and a Vice Chairperson. The Chairperson of the Council will act as presiding officer during meetings of the Council, and will be responsible for approving the content of City Council meeting agendas. The Vice Chairperson of the Council will act in the capacity of Chairperson during the Chairperson's temporary absence. THE COUNCIL SHALL ALSO ELECT A MAYOR PRO TEM. In the absence of the Chairperson and Vice Chairperson, a Councilmember other than the Mayor Pro Tem and ~~Alternate Treasurer~~ will act as presiding officer during meetings of the Council.
- (5) IN THE EVENT THE MAYOR PRO TEM ASSUMES THE TEMPORARY ROLE OF MAYOR, THE MAYOR PRO TEM SHALL BE PROHIBITED FROM TAKING PERSONNEL ACTION FOR CONDUCT THAT PREDATED HIS OR HER ASSUMING THE EXCLUSIVE DUTIES OF MAYOR.

~~[E. Other officers. Any appointed officer of the City may be required by the Council to file such bond as may be deemed necessary to guarantee the faithful performance of his or her duties. The Council shall designate one of its members as Alternate Treasurer, who shall perform all of the duties of the Treasurer in the event of the Treasurer's temporary absence or disability. The appointed officers of the City shall receive such compensation for the discharge of their duties and such expense allowances as the Council may determine. If at any time the City Administrative Officer's position is vacant for any reason, the Mayor may appoint an Acting City Administrative Officer who shall not serve in the capacity of Acting City Administrative Officer for more than nine (9) months without confirmation by the Council. In the event the Council does not confirm a City Administrative Officer within the nine month timeframe provided, the Acting City Administrative Officer shall continue as the Acting City Administrative Officer until such time as the Council confirms a City Administrative Officer provided that the Mayor recommends to the Council at least two people for the position of City Administrative Officer within the aforementioned nine month timeframe.]~~

**F. Oath of office.**

(1) Every Councilmember, the Chief of Police, the Director of Public Works, the City ~~[Administrative Officer]~~MANAGER, the ~~[Treasurer]~~ COMPTROLLER, the members of the Ethics Commission and the members of the City Board of Appeals shall, before entering upon the duties of his or her office, take and subscribe to the following oath or affirmation to be made before the Mayor, a signed copy to be filed and kept in the office of the City ~~Administrative Officer~~ MANAGER:

[Amended 3-10-2014 by Res. No. 14-04]

"I,....., swear (or affirm) that I will support the Constitution of the United States, that I will be faithful and bear true allegiance to the State of Maryland and support the Constitution and laws thereof, and that I will, without partiality or prejudice, execute the office of ..... of the City of New Carrollton, according to the Constitution and laws of this State and the Charter of this City."

(2) The Mayor shall, before entering upon the duties of his or her office, take and subscribe to the same oath before the Clerk of the Circuit Court for Prince George's County, Maryland, or before one of his or her sworn deputies.

G. Citizen advisory boards. The Mayor or the Council may appoint, for designated periods, one (1) or more temporary boards of citizens of the City who shall assist in the consideration of City policies and programs, provided that the Council must approve of any public funds expended by such advisory boards in the execution of their charge.

H. Definitions. The terms "City," "municipality" or "municipal corporation," when used in this Charter, shall be synonymous and shall refer to the "City of New Carrollton." The terms "Mayor" and "Council," when used in this Charter, shall refer to the Mayor of the City of New Carrollton and to the City Council of the City of New Carrollton, respectively.

**Section 2: BE IT FURTHER RESOLVED** that this Charter Amendment Resolution is adopted this 19<sup>th</sup> day of May, 2025, and that the amendments to the Charter of the City of New Carrollton, hereby proposed by this enactment, shall be and become effective fifty (50) days after its passage by the City unless petitioned to referendum in accordance with the Local Government Article of the Annotated Code of Maryland within 40 days following its passage. A fair summary of this Resolution shall be posted in the City Hall for forty (40) days following its adoption and published in a newspaper having general circulation in the City no fewer than four (4) times at weekly intervals within the forty (40) days following its passage by the City.

**Section 3: BE IT FURTHER RESOLVED** that as soon as the Charter Amendment Resolution hereby enacted becomes effective, either as herein provided or following referendum, the City Administrative Officer shall send to the Department of Legislative Services, the following information concerning the Charter Amendment Resolution: (i) the complete text of this Resolution; (ii) the date of referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against this Resolution by the Council of the City of New Carrollton or in a referendum; and (iv) the effective date of the Charter Amendment.

**Section 4: BE IT FURTHER RESOLVED** that the City Administrative Officer of the City of New Carrollton, Maryland be, and hereby is specifically instructed to carry out the provisions of Sections 2 and 3 as evidence of compliance herewith; and the City Administrative Officer shall cause to be affixed to the minutes of this meeting an appropriate Certificate of Publication of the newspaper in which the fair summary of the Charter Amendment shall have been published, and shall further cause to be completed and executed the Certificate of Effect.

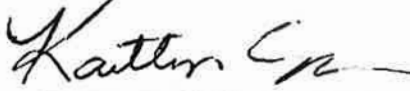
**Section 5: BE IT FURTHER RESOLVED** that if any provision of this Charter Resolution or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other application of this Charter Resolution which can be given effect without the invalid provisions or application, and to this end, all the provisions of this Resolution and of the Charter are hereby declared to be severable.



**Section 6: BE IT FURTHER RESOLVED** that any provision of the Charter inconsistent with the amended provisions is hereby repealed.

**INTRODUCED AND ADOPTED** by the Council of the City of New Carrollton, Maryland at a Meeting on the 19<sup>th</sup> day of May, 2025.

Attest:



Kaitlyn Schisler  
City Clerk

City of New Carrollton




Briana Urbina, Chair  
City Council

Date: 5/19/25

Approved for legal sufficiency:

BY:   
Jason DeLoach Esq.  
City Attorney

Approved:

  
Katrina R Dodro, Mayor

Date: 5/19/25

CAPS : Indicate matter added to existing law.

[Brackets] : Indicate matter deleted from law.

Asterisks \* \* \* : Indicate matter remaining unchanged in existing law but not set forth in Resolution.

CAPS : Indicate matter added in amendment

[Brackets] : Indicate matter deleted in amendment