



Bill No. 25-07

Concerning: Scott Key Center Advisory Board

Introduced: April 15, 2025

Revised: _____ Draft No. _____

Enacted: May 20, 2025

Effective: July 19, 2025

Expires: July 14, 2025

Frederick County Code, Chapter 1-2

Section(s) 1200, 1201, 1202, 1203, 1204, 1205

COUNTY COUNCIL FOR FREDERICK COUNTY, MARYLAND

By: Council Member Renee Knapp on behalf of County Executive Jessica Fitzwater

AN ACT to: Codify the Scott Key Center Advisory Board

Date Council Approved: 5/20/2025 Date Transmitted to Executive: 5/24/2025

Executive: Jessica Fitzwater Date Received: 5/27/25

Approved: ✓ Date: 5/29/25

Vetoed: _____ Date: _____

Date returned by County Executive with no action: _____

By amending:

Frederick County Code, 1-2

1200, 1201, 1202, 1203, 1204, 1205

Other: _____

Boldface

Underlining

[Single boldface brackets]

Heading or defined term.

Added to existing law.

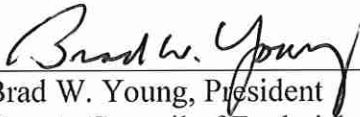
Deleted from existing law.

Existing law unaffected by bill.

Bill No. 25-07

The County Council of Frederick County, Maryland, finds it necessary and appropriate to amend the Frederick County Code in order to codify the Scott Key Center Advisory Board.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF FREDERICK COUNTY, MARYLAND, that the Frederick County Code be, and it is hereby, amended as shown on the attached Exhibit 1.



Brad W. Young, President
County Council of Frederick County, 
Maryland

Chapter 1-2: ADMINISTRATION

ARTICLE XXII: SCOTT KEY CENTER ADVISORY BOARD

§1-2-1200 Creation, Duties.

(A) There shall be a Scott Key Center Advisory Board ("Board").

(B) Among its responsibilities and duties, the Board shall:

(1) Ensure that the Center operates in compliance with all applicable laws and regulations;

(2) Approve the Center's mission statement, long-range goals, policies, procedures, and budget;

(3) Define and prohibit those circumstances which would create a financial or personal conflict of interest for members of the Board, staff, care providers, volunteers, and members of any standing committees;

(4) Ensure that the Center responds to all Plans of Correction (POC) in a timely manner;

(5) Approve the Center's Program Service Plan and ensure its services are provided in accordance with the Plan;

§1-2-1201. Composition and Terms.

(A) The Board shall consist of a minimum of five (5) members appointed by the County Executive and confirmed by the County Council. The membership shall include at a minimum:

(1) One individual with a developmental disability;

(2) One family member of an individual with a developmental disability; and

(3) One individual with experience in the field of developmental disabilities.

Underlining indicates entirely new matter added to existing law.

[Single boldface brackets] indicates matter deleted from existing law.

*** - indicates existing law unaffected by bill

Bill No. 25-07

1 (B) Members will serve for a three-year term as a volunteer without compensation. The
2 initial terms of members shall be staggered so that three (3) members serve an initial
3 term of three (3) years, and two (2) members serve an initial term of two (2) years. A
4 member may not serve more than two (2) consecutive full terms. An initial term of
5 two (2) years shall not be considered a full term.

6
7 (C) Members of the Board shall continue to serve until their replacement is confirmed
8 by the County Council.

9
10 (D) An appointment to fill a vacancy shall be for the remainder of the unexpired term.

11
12 (E) A County employee with the Division of Aging & Independence shall be
13 designated by the County Executive to assist and support the Board.

14
15 **§1-2-1202. Chair, Vice-Chair.**

16
17 At its first meeting, and biennially thereafter, the Board must elect a chair and vice-chair
18 from among its members to serve 2-year terms.

19
20 **§1-2-1203. Bylaws.**

21
22 Subject to approval by the County Executive, the Board shall adopt bylaws to govern its
23 procedures and activities.

24
25 **§1-2-1204. Compensation.**

26
27 Members of the Board shall receive no compensation for their services.

28
29 **§1-2-1205. Meetings and Quorum.**

30 (A) The Board shall meet with the frequency it determines necessary to perform its
31 functions, but there shall be no less than four (4) meetings annually.

32
33 (B) A majority of the then-serving Board members shall constitute a quorum for the
34 transaction of regular business.

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