

## VILLAGE OF FRIENDSHIP HEIGHTS

### VILLAGE COUNCIL

ROY SCHAEFFER, *Mayor*  
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FRANCINE KLEIN, *Vice-Chairman*  
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JOHN CONLOW, *Treasurer*  
ALLYSON ALT, *Parliamentarian*  
ALFRED MULLER, *Historian*  
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## **Notice of Village Council Policies and Procedures Committee Meeting**

The Friendship Heights Village Council Policies and Procedures Committee will meet at the Village Center on **Monday, August 25, at 6:00 p.m.** The purpose of the meeting is to discuss the following:

1. Policies required by Maryland – Update by staff
  - a. Debt Policy
  - b. Data Security Policy
  - c. Open meetings rules
  - d. Public Information Act
  - e. ADA compliance – website
  - f. MD Dept of IT Cybersecurity Remediation (includes Data Security Policy)
2. Policies and procedures that need updating/implementing
  - a. Ethics Policy - standards for elected officials and senior employees
  - b. Contracts and Acquisitions Policy
  - c. Personnel policies. Staff provides samples of policies from other similar jurisdictions
  - d. Posting individual comments on the website
  - e. Parking Policy
  - f. Social Media Policy
  - g. Garage cleaning, document storage, and disposal

This meeting will be open to the public.

*Posted 8/19/25*