



**Village of Martin's Additions**  
**7013 B Brookville Road**  
**Chevy Chase, MD 20815**  
**301-656-4112 (Phone)**  
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**Policy No. 08-15-01**

**Policy for Employing or Contracting**

The Village of Martin's Additions Council desires to be transparent in its employment and contracting policies and procedures, using "best practices" whenever possible to obtain the services required to administer the Village.

As a result, all (1) positions for employment with the Village and (2) contracts for materials, work or services "in a sum exceeding \$10,000"<sup>1</sup> annually or deemed otherwise significant by majority assent by the Council shall be:

- 1) Established by the Village Council;
- 2) Funded by the Village Council in its annual budget process or a duly enacted budget amendment;
- 3) Sought, managed, and terminated by either the Village Council or its designee as directed by the Village Council upon the decision to create or fill the position;
- 4) Openly and widely advertised, at a minimum,
  - a. On the Village website,
  - b. Via email to Village residents, and
  - c. On the Maryland Municipal League's Classifieds; and
- 5) Filled in compliance with all applicable laws, regulations, ordinances, and policies pertaining to employment and ethics.

The Council, in its sole discretion, may dispense with the above requirements in the rare case of an emergency in order to protect the health, safety, comfort, and welfare of the Village and its residents.<sup>2</sup>

**Policy Number: 08-15-01**  
**Action/Adoption: September 17, 2015**  
**Effective Date: September 17, 2015**

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<sup>1</sup> See Village of Martin's Additions Charter Sec. 701

<sup>2</sup> Pursuant to State law and Village Code Sec. 2-401, if such emergency expenditures were unbudgeted, they would require the affirmative vote of a 2/3rds majority of the entire council, i.e., 67 percent, or four Council members.