

Calvert - St. Mary's Metropolitan Planning Organization

Rules of Practice and Procedure

Adopted: June 1, 2016

Calvert - St. Mary's Metropolitan Planning Organization
Administrative office located in:
St. Mary's County Department of Land Use and Growth Management
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**RESOLUTION BY THE
CALVERT – ST. MARY’S METROPOLITAN
PLANNING ORGANIZATION COUNCIL FOR ADOPTING RULES OF
PRACTICE AND PROCEDURE (BYLAWS)
RESOLUTION 05-2016**

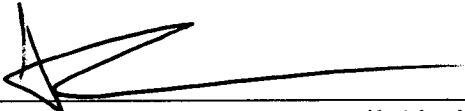
WHEREAS, the Calvert – St. Mary’s Metropolitan Planning Organization (C-SMMPO) was established on December 10, 2013 to conduct regional transportation planning for the C-SMMPO area in accordance with the federal requirements of the Federal-Aid Highway Act of 1962; and

WHEREAS, county staff in cooperation with the Maryland Department of Transportation (MDOT) perform the necessary functions of the C-SMMPO; and

WHEREAS, the C-SMMPO Council is the governing body for the C-SMMPO; and

WHEREAS, staff reviewed multiple drafts of the Rules of Practice and Procedure (bylaws) from county and state staff and created Rules of Practice and Procedure that reflect a compilation of those sources;

NOW THEREFORE, BE IT RESOLVED by the C-SMMPO Council that the Rules of Practice and Procedure as submitted June 1, 2016 are hereby approved.



Steven R. Weems – Council Chairperson, 2016

6-01-16

Date

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May 20, 2016

1. General:

This document comprises the Rules of Practice and Procedure, also known as bylaws, for the Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO).

2. Members:

The voting membership of the C-SMMPO Council consists of one representative currently serving on the Calvert County Board of County Commissioners, one representative currently serving on the Commissioners of St. Mary's County, and one representative from the Maryland Department of Transportation (MDOT). The county representatives must be serving in their elected county office to be the representative to the C-SMMPO.

- a) **Terms:** The term for each Council member shall be determined by each member organization, i.e., the Calvert County Board of County Commissioners, the Commissioners of St. Mary's County, and the Secretary of the Maryland Department of Transportation. Should a county representative on the C-SMMPO Council leave their elected county office, their membership on the C-SMMPO will automatically be terminated. The county that no longer has a representative must select a new representative from among its elected board of county commissioners at the earliest time possible.
- b) **Council Alternates:** Each Council member may designate an alternate to attend meetings. When an alternate attends a Council meeting in place of the appointed Council member, the alternate has the authority to vote on any matter that comes before the Council for which a vote is called.
- c) **Officers:** The Chairperson and Vice-Chairperson shall always be elected from the county membership; MDOT will not hold an officer position. The two counties will alternate Chairperson and Vice-Chairpersons positions annually at the first business meeting of the calendar year.

The Council Chairperson will preside at all meetings, act as the spokesperson for the Council, sign all Council resolutions or correspondence, and perform such other duties as appropriate to the office. The Vice-Chairperson shall act in the absence of the Chairperson.

Additional elections may be held if either the Chairman or Vice-Chairman cannot perform or execute her or his duties and complete the remainder of the appointed term.

- d) **Quorum:** A quorum consists of two (2) voting members. Alternates count towards the quorum.
- e) **Voting:** A quorum must be present in order for the Council to vote. Any member who is present but removes herself / himself from participation in a vote to avoid a conflict of interest does not count towards the quorum for that item.

3. Meetings

All meetings of the C-SMMPO shall be open to the public and advertised in accordance with the adopted Public Participation Plan, as may be amended from time to time. All actions will be taken in public, except for executive sessions to discuss privileged matters in accordance with the Maryland "Open Meetings Law." Approval of all actions will be by majority vote of the Council members or alternates in attendance. The Council will have one meeting per calendar year to adopt the Unified Planning Work Program (UPWP) and budget

- a) **Frequency:** Meetings of the C-SMMPO shall be held as needed. Most meetings will be held in person.
- b) **Participation by Telephone or Video Conference:** Meetings may be conducted by telephone or video conferencing, provided that all participating members deliberate collectively, each in the hearing of every other member and others in attendance at the meeting. Individual members may participate in a Board meeting through such means, and such members shall be counted for quorum purposes and their votes shall be counted when determining the actions of the Council. At least one location shall be available for the public to observe or listen to the meeting conducted in whole or in part by telephone or video conference.
- c) **Agenda:** The agenda for a meeting will be made available to each Council member at least seven days in advance of the meeting. Public notice of meetings of the C-SMMPO will be in accordance with legal requirements and the C-SMMPO Public Participation Plan.
- d) **Special meetings:** A request for a special meeting can be made by any member of the Council. The Chairperson has the discretion to decide whether or not to call a special meeting unless the meeting is requested by the number of Council members needed for a quorum. The Chairperson must call a special meeting when the request is made by the number of members necessary for a quorum. The Council will provide the best public notice feasible under the circumstances.
- e) **Location:** The C-SMMPO will meet within the C-SMMPO designated area. Meetings will be held in Americans with Disabilities Act (ADA) accessible facilities that are accessible by public transit.
- f) **Minutes:** The C-SMMPO shall keep written minutes of its proceedings. The minutes will contain the following information: each item

considered, the action taken on each item, and each recorded vote. The description of each item considered will be sufficient so that a member

of the public who examines the minutes can understand what the issue was. After approval by the C-SMMPO, the minutes will be posted to the C-SMMPO website and a written copy filed at the St. Mary's County Department of Land Use and Growth Management.

- g) **Conduct of meetings:** The Chairperson shall conduct the meetings. The Vice-Chairperson shall act in the absence of the Chairperson. The Chair or acting Chair shall conduct the meeting in a manner that will allow participation of the members present.
- h) **Public comments:** The Chairperson will provide an adequate opportunity for members of the public to address the Council. The Council may impose time limits on speakers by majority vote of the Council.

4. Administrative Matters and Duties of Staff

- a) St. Mary's County shall act in an Administrative Capacity to the C-SMMPO. The Administrator shall handle meeting arrangements, including location, public notice, distribution of meeting materials, and preparation of minutes; correspondence of the C-SMMPO; compile and file non-financial records; maintain the necessary files; and perform other duties as directed.
- b) Calvert County shall act as the Fiscal Agent for the C-SMMPO. The Fiscal Agent shall submit invoices for payment, submit time records of staff performing C-SMMPO tasks, purchase supplies and equipment necessary for the C-SMMPO, oversee the procurement process for hiring any consultants, and perform other duties as directed.
- c) St. Mary's County staff shall have primary responsibility for maintaining the C-SMMPO website. Calvert County will assist with this duty.

5. Amendments

These bylaws may be amended by a two-thirds vote of the membership present at any C-SMMPO meeting with a 15-day prior notice of the proposed changes.