

**HOWARD COUNTY MULTIMODAL TRANSPORTATION BOARD**

**RULES OF PROCEDURE**

**EFFECTIVE DATE OCTOBER 24, 2017**

Adopted August 12, 1976

Amended June 9, 1977

Amended January 12, 1984

Amended October 13, 1988

Amended September 17, 1990

Amended January 9, 1992

Amended May 24, 2011

Amended October 24, 2017

*Clive Graham*

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Executive Secretary

**RULES OF PROCEDURE OF THE HOWARD COUNTY MULTIMODAL  
TRANSPORTATION BOARD**

**Section 1.100 Authority**

These Rules of Procedure of the Howard County Multimodal Transportation Board (Board) are adopted pursuant to the authority of the Howard County Code, Title 21 "Traffic Control and Transportation," Subtitle 5 "Public Transportation."

**Section 1.101 General Powers and Duties, Officers, Members**

General powers and duties of the Board are set forth in Section 21.503 of the County Code.

The number of members and qualifications of Board members are set forth in Section 21.502 of the County Code.

Terms of Board members are set forth in Section 6.300 of the County Code

The Board shall elect a Chairperson and Vice Chairperson, to serve for a term of one year at its first regularly scheduled meeting in the month of June in each year. A majority vote of sitting members shall be necessary to elect a Board member to these offices.

The Chairperson shall have the duty and responsibility for the overall coordination of the Board's activities. In addition, the Chairperson shall preside at public hearings and public meetings and shall rule on preliminary matters of a procedural nature.

The Vice Chairperson shall have all the powers and responsibilities of the Chairperson, in his or her absence.

Unless excused by resolution of the Board, whenever a member of the Board has accumulated three consecutive absences from regular public meetings, the Chairperson shall notify the County Executive that the position is deemed vacant and request initiation of procedures for filling the vacancy.

The Administrator of the Office of Transportation or the Administrator's designee shall act as the Executive Secretary to the Board. The Executive Secretary shall attend all meetings, notify all Board members of meetings, maintain a record of all board meetings, and provide appropriate staff assistance as required.

The Board's legal advisor shall be the county solicitor or other member of the Office of Law, as designated by the county solicitor, and may attend and participate in the meetings of the Board upon request.

### **Section 1.102 Meetings**

The Board shall follow the provisions of Maryland's Open Meetings Act.

The Board shall normally meet monthly, ten times a year on the fourth Tuesday of the month. The Board normally shall not meet in August or in November, and in December shall meet on the first or second Tuesday. Special meetings may be held at any time at the call of the Chairperson.

A quorum is necessary to hold a meeting. A quorum, necessary to transact business, shall consist of a majority of the current membership of the Board. A majority vote of the quorum shall decide any question or issue before the Board for action. Any business transacted absent a quorum will not be binding on the Board unless ratified by a quorum at a subsequent meeting.

Each meeting shall include an open forum component in which members of the public are invited to comment about transportation.

### **Section 1.103 Place and Time of Meetings**

The Board shall meet in the George Howard Building, 3430 Courthouse Drive, Ellicott City, Maryland, except as may otherwise be scheduled by the Executive Secretary after consultation with the Chairperson.

Board meetings shall begin at 7:00 p.m. unless otherwise scheduled by the Executive Secretary after consultation with the Chairperson.

### **Section 1.104 Record of Meetings**

The Board shall keep the record of its transactions, resolutions, recommendations, and decisions and shall keep minutes of its proceedings, all of which shall be filed in the Office of Transportation and be a public record.

### **Section 1.105--Public Attendance**

The general public and representatives of the news media are encouraged and invited to attend all Board meetings. All persons attending are expected to maintain order and decorum and to refrain from disturbing the orderly process of the meeting.

The Board may impose a reasonable time limit for speaking on those who wish to make an oral presentation to the Board.

### **Section 1.106—Advertising, Notification of Meetings, Meeting Materials**

The Executive Secretary shall arrange appropriate public notification of the meetings, and shall provide the public with meeting materials provided to Board members.

### **Section 1.107 Conduct of Meeting, Maintenance of Order**

On any matter before the Board, any member may ask relevant questions of the Office of Transportation or of any person attending the meeting, upon recognition by the Chair.

It shall be the duty of the Chairperson to maintain order during Board meetings. Whenever confusion or disorder arises in the meeting room or demonstrations of approval or disapproval of those persons in attendance occur, it shall be the duty of the Chair to enforce order on its own initiative without any point of order being made by a member. Under circumstances of confusion and disorder, the Chair shall have the power, and it shall be the duty of the Chair, to order the meeting room cleared or to recess the meeting, and the Chair may, on its own motion and without a second or putting the matter to a vote, order the meeting recessed to a fixed hour and date.

Except where inconsistent with the provisions of these Bylaws, Robert's Rules of Order, as may be revised from time to time, shall be the parliamentary requirements at Commission meetings.

### **Section 1.108 Recommendations, Resolutions**

Recommendations and/or resolutions by the Multimodal Transportation Board shall be in writing and shall be approved by a majority of the Board members present.

### **Section 1.109 Adoption and Amendment of Rules**

Adoption and amendment of these Rules of Procedure shall be subject to Title 2, Subtitle 1. of the County Code, - Administrative Procedure Act, as applicable.