

**RULES OF PROCEDURE OF THE HOWARD COUNTY TRANSIT AND
PEDESTRIAN ADVISORY GROUP,**

ADOPTED, NOVEMBER 29, 2017

Section 1.100 Authority

These Rules of Procedure of the Howard County Transit and Pedestrian Advisory Group (TPAG) are adopted in pursuant to the authority of the Howard County Code Section 6.408 (Office of Transportation)¹.

Section 1.101 General Powers and Duties, Officers, Members

The general powers and duties of the TPAG, as set forth in Section 6.408, are to:

1. Advise and inform the Office of Transportation on transportation matters;
2. Provide additional subject matter expertise to the Office of Transportation; and
3. Provide feedback and technical assistance on the implementation of master plans and other initiatives and policy issues.

Howard County Code Section 6.408 lists the members of the TPAG. Members shall serve until they resign or are replaced by the organizations that selected them.

The TPAG shall elect a Chairperson and a Vice Chairperson, to serve for a term of one year. A majority vote of members present shall be necessary to elect a TPAG member to these offices.

The Chairperson shall have the duty and responsibility for the overall direction of the TPAG's activities in coordination with the Executive Secretary. The Chairperson shall preside at TPAG 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.

Attendance and participation in TPAG meetings is expected of TPAG members. Unless excused by resolution of the TPAG, whenever a member of the TPAG has accumulated three consecutive absences from regular TPAG meetings, the Executive Secretary shall inform the organization that selected the member and request a replacement member.

A TPAG member may arrange for a proxy to attend a TPAG meeting if they are not available to

¹ The TPAG was created under CB 20-2017 which is attached to these Rules, until CB 20-2017 is incorporated into the online version of the Code.

attend.

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

Section 1.102 Meetings

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

Pursuant to Code section 6.408, the TPAG shall meet at least four times per year.

A majority vote of the members present shall decide any question or issue before the TPAG. Any business transacted absent a majority of the members shall not be binding on the TPAG unless ratified by a majority of the members at a subsequent meeting or via email responses.

Each meeting shall include an open forum component in which members of the public are invited to comment about transit and pedestrian issues in Howard County.

The TPAG 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.

Section 1.103 Record of Meetings

The TPAG 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 unless otherwise required by law.

Section 1.104--Public Attendance

The general public is invited to attend all TPAG meetings. All persons attending are expected to maintain order and decorum and to refrain from disturbing the orderly process of the meeting.

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

Section 1.105—Advertising, Notification of Meetings

The Executive Secretary shall arrange appropriate public notification of the meetings.

Section 1.106 Conduct of Meeting, Maintenance of Order

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

It shall be the duty of the Chairperson to maintain order during TPAG 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.

Section 1.107 Recommendations, Resolutions

Recommendations and/or resolutions by the TPAG and shall be approved by a majority of the TPAG members and shall be in writing.

Section 1.108 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.



Clive Graham
Clive Graham, Executive Secretary

Date- November 29, 2017