

Resolution No.:	<u>18-1090</u>
Introduced:	<u>April 17, 2018</u>
Adopted:	<u>April 17, 2018</u>

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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Lead Sponsor: Council President on behalf of the County Executive

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**SUBJECT:** Approval of Executive Regulation 10-17AM, Parliamentary and Maryland Open Meetings Act Training for Members of Boards, Committees, Commissions, and Committees

**Background**

1. On November 30, 2017, the County Council received Executive Regulation 10-17, *Parliamentary and Maryland Open Meetings Act Training for members of Boards, Commissions and Committees*.
2. This regulation establishes standards for training members of boards, commissions and committees on the Maryland Open Meetings Act and basic parliamentary procedure.
3. The Council must review the regulation under Method (2) of Section 2A-15 of the County Code.
4. Under Method (2), if the Council does not approve or disapprove a regulation with 60 calendar days after the Council receives the regulation, the regulation automatically takes effect.
5. On January 16, 2018, the Council extended time for action on Executive Regulation 10-17 to June 30, 2018.
6. On March 15, 2018 the Government Operations and Fiscal Policy Committee reviewed the proposed regulation and recommended approval with amendments.
7. On April 6, 2018, the Executive transmitted an amended regulation that incorporated the Committee's recommendations.

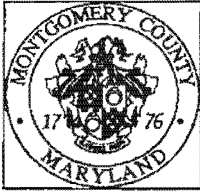
**Action**

*The County Council for Montgomery County Maryland approves the following resolution:*

Executive Regulation 10-17AM, Parliamentary and Maryland Open Meetings Act Training for Members of Boards, Committees, Commissions, and Committees is approved.

This is a correct copy of Council action.

  
Megan Davey Limarzi, Esq.  
Clerk of the Council



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> Parliamentary and Maryland Open Meetings Act Training For Members Of Boards, Commissions, And Committees	<b>Number</b> 10-17AM
<b>Originating Department</b> Chief Administrative Officer	<b>Effective Date</b> April 17, 2018

## Montgomery County Regulation on

### PARLIAMENTARY AND MARYLAND OPEN MEETINGS ACT TRAINING FOR MEMBERS OF BOARDS, COMMISSIONS, AND COMMITTEES

Issued by: County Executive

Regulation No. 10-17 AM

Authority: Montgomery County Code (2014) Section 2-148(d)

Supersedes: NEW

Council Review: Method (2) under Code Section 2A-15

Register Vol. 34 No. 6

Effective Date: April 17, 2018

Comment Deadline: June 30, 2017

**Summary:** This regulation establishes standards for training members of boards, commissions, and committees on the Maryland Open Meetings Act and basic parliamentary procedure.

**Staff contact:** Connie Latham  
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**Address:** Office of the County Executive  
Executive Office Building  
101 Monroe Street, Second Floor  
Rockville, Maryland 20850

**Background:** County Code § 2-148(d) requires the County Executive to establish standards for training members of boards, commissions, and committees on the Maryland Open Meetings Act and basic parliamentary procedure.

#### Section 1. Purpose.

The purpose of this regulation is to establish standards for training members of boards, commissions, and committees on the Maryland Open Meetings Act and basic parliamentary procedure.

#### Section 2. Standards.



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**A. Open Meetings Act.** Open Meetings Act training should cover topics such as:

1. identification of a "public body" subject to the Act;
2. determination when a public body is "meeting" under the Act;
3. the different types of "functions" subject to the Act;
4. notice requirements;
5. permissible reasons for closing a meeting, and the procedure to close a meeting;
6. the requirement to take and maintain meeting minutes, and what should be included; and
7. the Open Meetings Act Compliance Board.

Training that is sufficient to meet the training requirements of the Maryland Open Meetings Act also meets the standards established by this regulation.

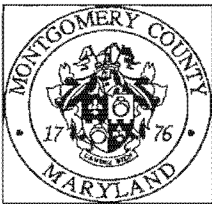
**B. Parliamentary training.** Parliamentary training should cover topics such as:

1. Robert's Rules of Order Newly Revised, Latest Edition (RONR);
2. quorum requirements;
3. how to chair a meeting;
4. the usual order of a meeting;
5. making and debating motions;
6. voting;
7. recusal and abstention; and
8. adjournment.

Training may be developed and provided in partnership with parliamentarian associations or groups.

### **Section 3. Execution.**

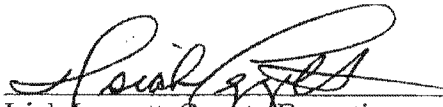
Training may be given in-person or electronically. Each member of a board, commission, or committee at the time this regulation takes effect must submit a certificate evidencing that member's successful completion of Open Meetings Act and parliamentary training within 90 days of the effective date of this regulation. Each new member of a board, commission, or committee must submit a certificate evidencing that member's successful completion of Open Meetings Act and parliamentary training within 90 days of the latter of appointment or, if required, confirmation. The appointing authority may remove a member under County Code § 2-148(c) if that member fails to complete and evidence the training required under this regulation.



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<b>Originating Department</b> Chief Administrative Officer	<b>Effective Date</b>

  
Isiah Leggett, County Executive

APPROVED AS TO FORM AND LEGALITY  
OFFICE OF THE COUNTY ATTORNEY

BY:   
DATE: 4/5/18