

## Water Quality Advisory Group Procedures

Adapted from BCC Guidelines for Committee Operation  
(<https://www.montgomerycountymd.gov/boards/policy.html#guideline>)

November 19, 2018

### Purpose

The purpose, membership, and function of each committee is outlined in the law, resolution, or executive order which establishes it.

Article IV. Water Quality Control. Sec. 19-49. Administration.

(b) The County Executive, subject to confirmation by the Council, must appoint a Water Quality Advisory Group, composed of up to 3 non-voting representatives of government agencies and 15 voting members. The voting members should consist of up to 3 representatives each of academic and scientific experts, environmental groups, the agricultural community, and the business community, with the rest from the public at large. The Group must recommend to the Executive and the Council by March 1 each year water quality goals, objectives, policies, and programs. Each member must be appointed for a 3-year term unless appointed to fill the balance of an unexpired term. The Group each year must select a chair and any other officer it finds necessary. The Group must not engage in any advocacy activity at the State or federal levels unless that activity is approved by the Office of Intergovernmental Relations.

The WQAG advises the County Executive and County Council on issues associated with water quality in the County and State, including streams, rivers and other natural bodies of water. Advisory committees may also wish to testify to the County Council on issues of relevance to their committee responsibilities. Committees that are advisory to the Council and Executive should notify the Office of Intergovernmental Relations prior to presenting testimony or taking a position before other entities.

### Training

All BCC members must complete the following two online training courses within 30 days of confirmation:

#### 1. Parliamentary Procedure Training

(<https://www.montgomerycountymd.gov/boards/training/parliamentary-procedures.html>)

Please note these tips regarding the training:

- The trainee must first view the video and then select the option to “Take the Quiz.”
- After the trainee completes the quiz, a certificate of completion will be sent as an attachment by email (from NoReply@App.MontgomeryCountyMD.gov), to the email address the trainee listed in the initial “Parliamentary Procedure Training - Sign Up Form.” The trainee should save the

certificate. Note: Trainees should look in their spam or “Other” inbox if the email is not in their regular inbox.

- The trainee should then complete the “Certificate Registration Form” and upload the saved certificate. The certificate will be emailed to the staff liaison’s email address entered in the “Certificate Registration Form.”

## 2. Open Meetings Act Training ([http://www.igsr.umd.edu/VLC/OMA/class\\_oma\\_intro1.php](http://www.igsr.umd.edu/VLC/OMA/class_oma_intro1.php))

- Fill out and print a certificate of completion of the training. Each individual trainee should complete their own certificate. Certificates must be printed immediately upon completion of the training. After the training is completed, the certificates will not be accessible.
- Each individual trainee should electronically scan and save their certificate.
- Each individual trainee should upload the certificate using the form on the BCC webpage. Individuals should complete the online form, which includes a field for the staff liaison’s email address and generates an email to the staff liaison with the certificate attached. Staff liaisons should then track the participation of their BCC members. Below is a link to the form to upload a certificate:
  - Link to Upload Open Meetings Act Certificate of Completion:  
<http://www.montgomerycountymd.gov/boards/training/Certificate.html>

## Meeting Procedure

The State Open Meetings Act applies to County committees and requires that committees give reasonable advance public notice of meetings. Notice includes the date, time, and place of the meeting.

The WQAG meets the second Monday of each month with the exception of August when there is no meeting. If the second Monday falls on a holiday then the meeting is moved to the third Monday. The meeting schedule for the following calendar year is finalized at the last meeting of the preceding calendar year. Meeting dates, times and locations are posted on the WQAG website

(<https://www.montgomerycountymd.gov/water/advisory-group.html>) and submitted for inclusion on the County calendar

(<https://www.montgomerycountymd.gov/mcg/calendar.html>)

Unless a committee has adopted rules of procedure or bylaws, committee meetings may be conducted informally, but the parliamentary procedures of Robert’s Rules of Order govern formal actions or decisions on controversial matters.

Unless specified otherwise in law, a simple majority of membership (excluding vacancies) constitutes a quorum for the transaction of business.

### Agendas

An agenda for each meeting will be developed and provided to the WQAG members no later than one week before each meeting. The development of the agenda will be done jointly with the Co-Chairs of the WQAG and DEP. (See proposed agenda template at end of document.)

DEP will provide the WQAG briefings on the proposed and final budgets, at the first meeting after the County Executive releases his capital and operating budget proposals and after the final budget is approved by the County Council. DEP will also provide the WQAG information on the program plans for the capital and operating MS4 programs for that fiscal year.

The WQAG will develop a list of priority topics that they want to discuss throughout the fiscal year.

DEP will provide the WQAG quarterly briefings on the Design, Build, Maintenance contract for the MS4 program. The WQAG meetings will be helpful tools to prepare information to update the Council. For this topic, DEP will update the WQAG on progress and issues. The WQAG will provide feedback to DEP at the following WQAG meeting or as agreed upon. DEP will consider WQAG feedback prior to submitting quarterly reports to the Council.

### Minutes

The State Open Meetings Act requires public bodies to keep written minutes of all meetings for five years. The minutes should be prepared as soon as practicable. (See proposed minutes template at end of document.)

Draft minutes will be provided to the WQAG members within two weeks of each meeting. Approved minutes will be posted on the WQAG website (<https://www.montgomerycountymd.gov/water/advisory-group.html>) within one week of the meeting at which they were approved.

The Chair of the committee must designate the appropriate person to record the minutes of the meetings and in the case of public minutes transmit a copy as soon as practicable to the County's Public Information Office. The original minutes should be kept in the official files of the committee.

Minutes should include the names of those in attendance; the date, time, and place of the meeting; any items considered during the course of the meeting; all actions taken; and any recorded votes taken.

### Reports

At least annually, each committee must report to the County Executive and County Council on the following: the committee's functions, activities, accomplishments, plans and objectives, including

recommendations for changes in committee functions. The law or resolution establishing a committee may specify the dates when reports are due or the subjects to be included in the reports.

The WQAG must recommend to the Executive and the Council by March 1 each year water quality goals, objectives, policies, and programs.

### Public Attendance

The general public is invited to attend and observe any open session of the WQAG.

### Attendance

Unless law provides another method, a member of a committee who misses more scheduled meetings or hearings than the allowed absences, or who misses 3 consecutive meetings, is automatically removed. Allowed absences are as follows:

Number of Meetings Held in One Year	Allowed Absences
1-4	1
5-8	2
9-12	3
13-16	4
17+	5

When a member is removed through absence, the staff liaison must promptly notify the County Executive and all members of the committee, including the member being removed. The County Executive may waive the resignation for illness, emergency, or other good cause.

### Staffing

The County Executive and County Council designate staff as liaison for committees. Generally, the role of staff is to assist in providing notice of meetings, transmitting meeting materials, and meeting recordkeeping requirements under supervision of their department or agency head.

### Changes to Procedures

Changes to the WQAG procedures must be approved by a two thirds majority of membership (excluding vacancies).

Montgomery County - Water Quality Advisory Group Meeting

<http://www.montgomerycountymd.gov/DEP/water/water-quality-advisory-group.html>

[Date] (7:00 - 8:30 pm) – Draft Agenda

DEP Regular Conference Room, 255 Rockville Pike, #120, Rockville

- I. Introductions.
- II. Reading and approval of the minutes.  
*(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)*
- III. Reports of Officers, Boards, Standing Committees.  
*(This includes correspondence, treasurer's report, etc.)*
  - a. January: WQAG annual report (due March 1)
- IV. Reports of Special Committees.  
*(Each report could conclude with a motion which the assembly must address.)*
  - a. Quarterly: DEP briefing on design, build, maintenance (DBM) contract for the MS4 program and preparation of update to Council.
  - b. Quarterly: The WQAG will provide feedback to DEP at the following WQAG meeting.
- V. Unfinished Business and General Orders.  
*(Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the chair which items to add to this section.)*
- VI. New Business.  
*(It is at this time that announcements, educational programs, and speakers are introduced.)*
  - a. February: DEP briefing on County Executive's proposed capital budget
  - b. March: DEP presentation on MS4 annual report
  - c. April: DEP briefing on County Executive's proposed operating budget
  - d. June: DEP presentation on final budget approved by the County Council
  - e. July: WQAG development of list of meeting topics for fiscal year
  - f. December: Approval of WQAG meeting calendar for the following calendar year
- VII. Adjournment.  
*(A motion to adjourn may be made at any time during the meeting. The assembly should never be forced to meet longer than it is willing to meet.)*
  - a. Confirm date of next meeting, notetaker and speaker(s), if any

Montgomery County - Water Quality Advisory Group Meeting

<http://www.montgomerycountymd.gov/DEP/water/water-quality-advisory-group.html>

[Date] (7:00 - 8:30 pm) – Draft Minutes

DEP Regular Conference Room, 255 Rockville Pike, #120, Rockville

Member and affiliation	Present		Others in attendance and affiliation
	Yes	No	
Agenda Item	Major Points		
I. Introductions			
II. Reading and approval of the minutes.			
III. Reports of Officers, Boards, Standing Committees.			
IV. Reports of Special Committees.			
V. Special Orders.			
VI. Unfinished Business and General Orders.			
VII. New Business.			
VIII. Adjournment.			
Action Item Registry			
List of Priority Topics			