



# Montgomery County Boards, Committees, and Commissions (BCCs)

(There are over 85 BCCs and 1,200 members!)

## Thank you for your service!

**County Executive Elrich is committed to:**

representation on all of the County's boards, committees, and commissions that is reflective of, and responsive to, our County's residents. Public participation contributes to the work of County government and provides an important service to the community when a variety of issues, concerns, and viewpoints are presented.

# FOR BCC MEMBERS



- Policies and Procedures
- Pertinent Websites
- Required Training
- Attendance Policy

**For Information Please Contact:**

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## **BCC POLICIES AND PROCEDURES**

BCC policies and procedures are generally established under County law, or County Council resolution, but BCCs must also comply with certain federal and state laws.

### **Federal Law – Americans with Disabilities Act (ADA)**

- Meetings, in person or virtual, must be accessible to all, and reasonable accommodations must be provided.

### **State Law - Maryland Open Meetings Act**

- Meetings, in person or virtual, must be open to the public.
- Meeting notices must be posted.
- Minutes must be kept for 5 years.

### **County Law - BCCs**

- Members may only serve on one board at a time.
- Members must attend 75% of meetings per year.
- Members' terms are generally three years.
- Training is required on MD Open Meetings Act and Parliamentary Procedure.
- Reimbursement for transportation and dependent care is available.

### **County Council Resolution**

- BCC vacancies must be advertised.

### **BCCs Enabling Document – County Law, Council Resolution, Executive Order**

- Defines the BCCs membership, mission, and meeting requirements.
- May authorize a BCC to lobby.

### **County Ethics Law**

- Members must not use the prestige of office for private gain or the gain of another.
- Members may be required to file financial disclosure statements

### **County Personnel Regulations – Political Activity**

- Members must not use County time, resources, or facilities for a political cause or campaign.
- Members must not wear a pin, button, placard, or other article associated with a political cause or campaign in the office...or while on duty (as a BCC member attending a meeting.)

### **Robert's Rules of Order**

- BCCs meet informally but must follow Roberts Rules when taking formal action.
- The chair is responsible for conducting the meeting, including setting the agenda, and opening and adjourning the meeting.

## **BCC PERTINENT WEBSITES**

[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

**BCC Web Page** (see Policies and Procedures, List of Boards, Committees and Commissions, Meeting Calendar, Vacancy Notices, Council Policy Regarding Appointments) <http://www.montgomerycountymd.gov/boards/>

### **BCC Policies and Procedures**

<http://www.montgomerycountymd.gov/boards/Policy.html>

### **Council Policy Regarding Appointments**

<http://www.montgomerycountymd.gov/boards/council.html>

### **County Code Regarding BCCs**

[https://codelibrary.amlegal.com/codes/montgomerycounty/latest/montgomeryco\\_md/0-0-0-1863](https://codelibrary.amlegal.com/codes/montgomerycounty/latest/montgomeryco_md/0-0-0-1863)

### **County Organization Chart**

<http://www.montgomerycountymd.gov/government/orgchart.html>

**County Ethics Law** <http://www.montgomerycountymd.gov/ethics/law.html>

### **COUNTY BCC Ethics Law Training - ***NEW AS OF NOVEMBER 2022*****

<https://www.montgomerycountymd.gov/Ethics/training/bcc-ethics-training.html>

### **County Parliamentary Procedure Online Training**

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

**Robert's Rules of Order** (Robert's Rules must be followed for formal actions. It is suggested that staff liaisons purchase ***Robert's Rules of Order Newly Revised***) <http://www.rulesonline.com/>

### **Maryland Open Meetings Act**

<http://www.oag.state.md.us/Opengov/Openmeetings/index.htm>

### **Americans with Disabilities Act**

<http://www.montgomerycountymd.gov/dgs-ada/home.html> . There are several reference materials with which staff liaisons should be familiar: ADA: A Guide for County Employees, Guide to Accessible Meetings, MD Relay Article and Tips for Web Site Accessibility. There are also guidelines for flyers and other publications and invitations.

## **BCC REQUIRED TRAINING**

MoCo Code Sec. 2-148 (d)

All BCC members (including ex officio members) and staff are required to take the three training modules within 90 days of their confirmation or assignment to a BCC.

**MARYLAND OPEN MEETINGS ACT TRAINING** The training takes approximately 2-1/2 hours, and consists of six training lessons. The training should be completed as soon as possible; however, if the participant can't complete the training all at once, it may be broken up into multiple sessions using the same computer.

- 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.

**MONTGOMERY COUNTY BCC ETHICS LAW TRAINING** - **NEW AS OF NOVEMBER 2022** The Training is online, and consists of viewing a 50-minute video, completing an evaluation form, and receiving a certificate by email and uploading the certificate.:

- Each individual trainee should electronically save the certificate received by email.

### **PARLIAMENTARY PROCEDURE TRAINING**

The Training is online, and consists of viewing a short video, taking a quiz, receiving a certificate by email and uploading the certificate.

- Each individual trainee should electronically save the certificate received by email.

**LINK TO UPLOAD TRAINING CERTIFICATE OF COMPLETION** for all three training modules.

- Each individual trainee should upload the certificate received by using the form on the BCC webpage. Individuals should complete the online form, which includes a field for the staff liaison's email address. An email is generated to the staff liaison with the certificate attached. Staff liaisons should then track the participation of their BCC members.

## BCC MEMBER ATTENDANCE POLICY

MoCo Code Sec. 2-148 (b)

(b) *Removal for absenteeism.*

(1) A member of a committee who misses more scheduled meetings or hearings than the number of allowed absences, computed by the following table, or who misses 3 consecutive scheduled meetings, is automatically removed. Scheduled meeting or hearing means any meeting or hearing for which at least 7 days advance notice was given and which was held as scheduled

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

(2) An automatic removal under this subsection takes effect 30 days after the presiding officer notifies the appointing authority. The presiding officer of the committee must promptly notify the appointing authority of any member who has been automatically removed and must explain any known extenuating circumstances. The presiding officer should send a copy of the notice to each member of the committee.

(3) The appointing authority, on request of the affected member, may waive the removal for illness, emergency or other good cause. The appointing authority must notify the member whether a waiver has been granted.

(4) If a waiver has not been granted, the appointing authority must appoint a successor to complete the unexpired term, subject to Council confirmation if the original appointment was subject to Council confirmation.