



## MONTGOMERY COUNTY BOARDS, COMMITTEES, AND COMMISSIONS (BCCs) REQUIRED TRAINING, ATTENDANCE POLICY, PERTINENT WEBSITES 1/24

**BCC REQUIRED TRAINING** [Mont. County Code Sec. 2-148 \(d\)](#) 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. The link to all three can now be found [here](#) or can be accessed separately below.

**MONTGOMERY COUNTY ETHICS LAW TRAINING** - The training is online, and consists of viewing a 50-minute video, completing an evaluation form, receiving a certificate by email and uploading the certificate.

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

**MARYLAND OPEN MEETINGS ACT TRAINING** The training is online, 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 cannot 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 PARLIAMENTARY PROCEDURE TRAINING** The training is online, takes about 1/2 hour 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 CERTIFICATES 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. When that address is entered, an email is generated to the staff liaison with the certificate attached.** Staff liaisons will then track the participation of their BCC members.

### **BCC MEMBER ATTENDANCE POLICY** [Montgomery County 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.

Number of Meetings Held in One Year	Allowed Absences
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.

### **WEBSITES PERTINENT TO BCCS**

**COUNTY CODE REGARDING BCCS** ([reimbursement](#), [service on one board at a time](#), [term limits](#), [Robert's Rules of Order required for formal action](#))

**BCC WEBSITE** ([Policies and Procedures](#), [Council Policy Regarding Appointments](#), [List of BCCs](#), [BCC Vacancy Notices](#), [BCC Meeting Calendar](#))

**MONTGOMERY COUNTY ETHICS LAW** (for reference in addition to Ethics Law Training)

**MARYLAND OPEN MEETINGS ACT** (for reference in addition to Open Meetings Act Training)

**ROBERT'S RULES OF ORDER ONLINE** (for reference in addition to Parliamentary Procedure Training)

**AMERICANS WITH DISABILITIES ACT (ADA)** (for reference)

**POLITICAL ACTIVITIES – GUIDELINES** (for reference see [County Charter Section 405](#) [County Charter Section 408](#) [County Personnel Regulations](#) (See Section 3-8 - Political Activity))

**THANK YOU FOR YOUR SERVICE! – County Executive Marc Elrich**

**For More Information Please Contact:**

Ken Hartman, Director of Strategic Partnerships, [Ken.Hartman@montgomerycountymd.gov](mailto:Ken.Hartman@montgomerycountymd.gov)

Beth Gochrach, Boards, Committees and Commissions Specialist, [Beth.Gochrach@montgomerycountymd.gov](mailto:Beth.Gochrach@montgomerycountymd.gov)