

Maryland Open Meetings Act (OMA) Training – All BCC members (including ex officio members) and staff are required to take OMA training within 90 days of their confirmation or assignment to a BCC. 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. If you and your members have not already done so, please do the following:

- **Link to Maryland Open Meetings Act Training**
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 Training Certificate of Completion**
<http://www.montgomerycountymd.gov/boards/training/Certificate.html>

Parliamentary Procedure Training – All BCC members (including ex officio members) and staff are required to take Parliamentary Procedure Training within 90 days of their confirmation or assignment to a BCC. The Training is online, and consists of viewing a short video, taking a quiz, receiving a certificate by email and uploading the certificate. If you and your members have not already done so, please do the following:

- **Link to BCC Parliamentary Procedure Training**
<https://www.montgomerycountymd.gov/boards/training/parliamentary-procedures.html>
- Each individual trainee should electronically save the certificate received by email.
- Each individual trainee should upload the certificate received by email 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 Training Certificate of Completion**
<https://www.montgomerycountymd.gov/boards/training/certificate.html>