



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Parliamentary and Maryland Open Meetings Act Training For Members Of Boards, Commissions, And Committees	Number 10-17
Originating Department Chief Administrative Officer	Effective Date

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

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

Supersedes: NEW

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

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Effective Date: _____

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.

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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
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 basic concepts such as:

1. Robert's Rules of Order;
2. quorum requirements;
3. the usual order of a meeting;
4. making and debating motions;
5. voting;
6. recusal and abstention; and
7. adjournment.

Section 3. Execution.

Training may be given in-person or electronically.

Isiah Leggett, County Executive

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

BY: Ed [Signature]

DATE: 5/17/17