



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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

<b>Subject</b> Parliamentary and Maryland Open Meetings Act Training For Members Of Boards, Commissions, And Committees	<b>Number</b> 10-17AM
<b>Originating Department</b> Chief Administrative Officer	<b>Effective Date</b> April 17, 2018

## 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 AM

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

Supersedes: NEW

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

Register Vol. 34 No. 6

Effective Date: April 17, 2018

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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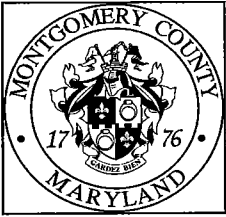
**Address:** Office of the County Executive  
Executive Office Building  
101 Monroe Street, Second Floor  
Rockville, Maryland 20850

**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 what should be included; 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.

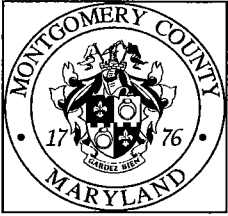
**B. Parliamentary training.** Parliamentary training should cover topics such as:

1. Robert’s Rules of Order Newly Revised, Latest Edition (RONR);
2. quorum requirements;
3. how to chair a meeting;
4. the usual order of a meeting;
5. making and debating motions;
6. voting;
7. recusal and abstention; and
8. adjournment.

Training may be developed and provided in partnership with parliamentarian associations or groups.

**Section 3. Execution.**

Training may be given in-person or electronically. Each member of a board, commission, or committee at the time this regulation takes effect must submit a certificate evidencing that member’s successful completion of Open Meetings Act and parliamentary training within 90 days of the effective date of this regulation. Each new member of a board, commission, or committee must submit a certificate evidencing that member’s successful completion of Open Meetings Act and parliamentary training within 90 days of the latter of appointment or, if required, confirmation. The appointing authority may remove a member under County Code § 2-148(c) if that member fails to complete and evidence the training required under this regulation.




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Isiah Leggett, County Executive

APPROVED AS TO FORM AND LEGALITY  
OFFICE OF THE COUNTY ATTORNEY  
BY:   
DATE: 4/5/18