

**Howard County Human Trafficking Prevention Coordination Council**  
**Rules of Procedure**

**Purpose:**

The purpose of the Howard County Human Trafficking Prevention Coordination Council (the “Coordination Council”) shall be to provide advice on human trafficking prevention in Howard County and to conduct outreach and education on the signs of trafficking. Specifically, the Coordination Council shall:

1. Establish and maintain program partnerships to support victims of human trafficking;
2. Advance public education efforts surrounding human trafficking;
3. Explore funding to allow expansion and sustainability of resources to combat human trafficking;
4. Study issues associated with human trafficking and advise on the creation of policies and programs to prevent human trafficking;
5. Advise on best practices in the development of coordinated systems of care to identify and serve victims of human trafficking; and
6. Advise on ways to increase prosecution of traffickers.

**Membership:**

Composition

- A. The Coordination Council shall consist of 19 to 23 members.
- B. The Manager of the Office of Human Trafficking Prevention for the Howard County Department of Community Resources and Services shall serve as the staff liaison (the “DCRS Staff Liaison”) to the Coordination Council.

Member Responsibilities

- A. Regularly attend and participate in meetings or notify the Chair or DCRS Staff Liaison in advance if they will be absent. All members are encouraged (but not required) to join committees or smaller workgroups within the Coordination Council.
- B. Three consecutive missed meetings amounts to a discharge from the Coordination Council unless excused by a resolution from the Coordination Council.
- C. A member of the Coordination Council that wishes to resign shall submit a written letter of resignation to the County Executive and the County Council, the DCRS Staff Liaison and the Chair.

Officers

- A. The officers shall consist of the Chair and Vice-Chair and shall be elected once every year. It is recommended that Officers serve no more than two years in the same elected position.
- B. The Chair shall:

1. preside over all meetings of the Coordination Council and call additional meetings as needed;
  2. interpret these Rules of Procedure as they shall apply to the conduct of the Coordination Council;
  3. designate members to perform various functions of the Coordination Council;
  4. appoint chairs of any committees or workgroups formed.
- B. The Vice-Chair shall have the powers and responsibilities in the Chair's absence.

## **Operations:**

### Coordination Council Meetings

- A. The Coordination Council shall meet as a full body at least six times per calendar year, approximately every 2 months. Committees and other small workgroups shall conduct work, meeting if necessary, in between full Coordination Council meetings.
- B. Additional meetings may be held at the call of the Chair or at the request of at least 50% of the membership and at least three business days notice to all members.
- C. All Coordination Council meetings are open to the public and press.
- D. All meetings shall be conducted by the latest edition of Roberts Rules of Order.
- E. All members shall strive to attend meetings in person, but shall be allowed to participate and cast votes as needed from time to time by phone and/or video call.

### Minutes

- A. The Coordination Council shall keep record of its procedures and shall file it with the DCRS Staff Liaison.
- B. The DCRS Staff Liaison shall be responsible for recording minutes at each meeting. Each meeting shall begin with the approval of the minutes from the last meeting. All approved minutes will be made publicly accessible promptly after all meetings on the Coordination Council's website.

### Voting

- A. A quorum consists of a simple majority of the Coordination Council membership.
- B. A simple majority of the members present at a meeting, provided there is a quorum, is required to pass any vote.
- C. As described above, members shall attempt to attend meetings in person but shall be permitted as needed from time to time to participate and cast votes by phone and/or video call. Members may also cast votes on issues to the Chair by email as needed.

### Elections

- A. The DCRS Staff Liaison shall solicit nominees from the membership on an annual/bi-annual basis, giving at least 72 hours notice in advance of the meeting where voting will occur to the entire Coordination Council of the nominees. Additional nominees may be accepted at that meeting. A closed vote shall be taken.
- B. Newly elected officers shall assume office on July 1 of that year or on another date as otherwise provided.

- C. If a vacancy occurs in the position of Chair and Vice-Chair, a special election shall be held to fill the vacancy, following the procedures outlined in A) of this section.

#### Committees

- A. The Coordination Council may establish committees as it deems necessary to carry out its purpose.
- B. The purpose of each committee shall be defined in purpose and proposed time duration at the time it is established. The Coordination Council shall review its committee structure at least annually and may amend the number and purpose of its committees as necessary to advance its goals.
- C. Notice of any Coordination Council committee meetings must be provided to all members and written minutes of the committee's meetings must be prepared and maintained for a minimum of one year.
- D. Membership in a committee may include both members of the Coordination Council and the general public, but the Chair of each committee shall be a member of the Coordination Council. Appointment of community members to a committee will be agreed upon by the Coordination Council prior to any such appointments.
- E. The Chair and Vice-Chair of the Coordination Council are ex officio members of all committees.

#### Annual Report

- A. The Coordination Council shall submit an annual report of its activities to the County Executive and County Council by January 31 of each year. The report shall include a summary of the Coordination Council's activities the previous year and may include recommendations on any matter relating to the work of the Coordination Council.

#### Conflict of Interest

- A. Members of the Coordination Council shall be subject to the Howard County Public Ethics Law. In accordance with the provisions of the Ethics Law, a member of the Coordination Council shall declare his/her interest in any matter before it or any committee. If there is any interest to a matter before the Coordination Council, the member may not participate in discussions or vote on the matter.

#### Amendments to Rules of Procedure:

- A. Proposed amendments to these Rules of Procedure may be presented in writing at any Coordination Council meeting.
- B. There shall be a waiting period prior to the vote until the next regular Coordination Council meeting.
- C. Adoption of the proposed amendment requires 2/3 of those Coordination Council members present voting for the amendment (providing there is a quorum).
- D. The proposed amendments to the Rules of Procedure will become effective immediately after the close of the meeting at which the amendment was adopted.

Adopted by the Coordination Council:

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Signature of Coordination Council Chair

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Date

Reviewed for legal sufficiency:

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Howard County Office of Law

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Date