

**RULES OF PROCEDURE OF THE HOWARD COUNTY BICYCLE ADVISORY GROUP  
JANUARY 2018**

**Section 1.100 Authority**

These Rules of Procedure of the Howard County Bicycle Advisory Group (BAG) are adopted in pursuant to the authority of the Howard County Code Section 6.408 (Office of Transportation).

**Section 1.101 General Powers and Duties, Officers, Members**

The general powers and duties of the BAG, as set forth in Section 6.408, are to:

1. Advise and inform the Office of Transportation on Transportation matters;
2. Provide additional subject matter expertise to the Office of Transportation; and
3. Provide feedback and technical assistance on the implementation of master plans and other initiatives and policy issues.

Members of the BAG shall be as specified in Howard County Code Section 6.408. Members shall serve until they resign or are replaced.

The BAG shall elect a Chairperson and a Vice Chairperson, to serve for a term of two years. A majority vote of members present shall be necessary to elect a BAG member to these offices.

The Chairperson shall have the duty and responsibility for the overall direction of the BAG's activities in coordination with the Executive Secretary. The Chairperson shall preside at BAG meetings and shall rule on preliminary matters of a procedural nature.

The Vice Chairperson shall have all the powers and responsibilities of the Chairperson, in his or her absence.

Attendance and participation in BAG meetings is expected of BAG members. Unless excused by resolution of the BAG, whenever a member of the BAG has accumulated three consecutive absences from regular BAG meetings, the Chairperson may notify the Administrator of the Office of Transportation that the position is deemed vacant and request initiation of procedures for filling the vacancy.

A BAG member may arrange for a voting proxy to attend a BAG meeting if they are not available to attend.

The Administrator of the Office of Transportation or the Administrator's designee shall act as the Executive Secretary to the BAG. The Executive Secretary shall attend all meetings, notify all BAG members of meetings, maintain a record of all BAG meetings,

and provide appropriate staff assistance as required.

**Section 1.102 Meetings**

The BAG shall follow the provisions of Maryland’s Open Meetings Act.

Pursuant to Code section 6.408, the BAG shall meet at least four times per year.

A quorum is necessary for the BAG to take an official position. A quorum shall consist of the majority of the current membership of the BAG. A majority vote of the members present shall decide any question or issue before the BAG. Any business transacted absent a quorum shall not be binding on the BAG unless ratified by a quorum at a subsequent meeting.

The BAG shall meet in the George Howard Building, 3430 Courthouse Drive, Ellicott City, Maryland, except as may otherwise be scheduled by the Executive Secretary after consultation with the Chairperson.

**Section 1.103 Record of Meetings**

The BAG shall keep the record of its transactions, resolutions, recommendations, and decisions and shall keep minutes of its proceedings, all of which shall be filed in the Office of Transportation and be a public record, unless otherwise required by law.

**Section 1.104--Public Attendance**

The general public is invited to attend all BAG meetings. All persons attending are expected to maintain order and decorum and to refrain from disturbing the orderly process of the meeting.

Each meeting shall include an open forum component in which members of the public are invited to comment about bicycling in Howard County.

The Chairperson may impose a reasonable time limit for speaking on those who wish to make an oral presentation to the BAG.

**Section 1.105—Advertising, Notification of Meetings**

The Executive Secretary shall arrange appropriate public notification of the meetings.

**Section 1.106 Conduct of Meeting, Maintenance of Order**

On any matter before the BAG, any member may ask relevant questions of the Office of Transportation or of any person attending the meeting, upon recognition by the Chairperson.

It shall be the duty of the Chairperson to maintain order during BAG meetings. Whenever confusion or disorder arises in the meeting room or demonstrations of approval or disapproval of those persons in attendance occur, it shall be the duty of the Chairperson to enforce order on its own initiative without any point of order being made by a member.

Under circumstances of confusion and disorder, Roberts Rules of Order, as may be revised from time to time, may be imposed upon the BAG at the discretion of the Chairperson.

If confusion and disorder continue, the Chairperson shall have the power, and it shall be the duty of the Chairperson, to order the meeting room cleared or to recess the meeting, and the Chairperson may, on his or her own motion and without a second or putting the matter to a vote, order the meeting recessed to a fixed hour and date.

**Section 1.107      Recommendations, Resolutions**

Recommendations and/or resolutions by the BAG shall be documented in writing and shall be approved by a majority of the BAG members present.

**Section 1.108      Adoption and Amendment of Rules**

Adoption and amendment of these Rules of Procedure shall be subject to Title 2, Subtitle 1. of the County Code, - Administrative Procedure Act, as applicable.

*Adopted January 25, 2018*

Clive Graham, Executive Secretary

Clive Graham

Date            1/25/2018