



Maryland
Department of
the Environment

AQCAC Bylaws Update



AQCAC meeting – September 19 , 2016



History

- The Bylaws were initially adopted in November of 1994
- Amendments to the Bylaws were suggested and discussed in 2007, but never voted upon



Current Amendments



- Build off of the 2007 suggested amendments
- Conform the Bylaws more closely with Robert's Rules of Order
- Go into more detail on the role of the Chair, meeting attendance, and voting rights



Chairperson and Vice-Chairperson

- The Secretary of the Environment appoints the Chairperson. The Secretary may consult with the Chairperson on the appointment of a Vice-Chairperson.
- The Chairperson is generally responsible for opening the session at the time at which the Council is to meet, by taking the chair and calling the members to order; announcing the business before the Council in the order in which it is to be acted upon; recognizing members entitled to the floor; stating and putting to vote all motions which are regularly moved, or necessarily arise in the course of the proceedings, and announcing the result of the vote; assisting in the expediting of business in every way compatible with the rights of the members and enforcing the observance of order and decorum among the members
- If the Chairperson is not able to attend a meeting, the Vice-Chairperson will assume the responsibilities of the Chairperson



Meeting Attendance

- Council Members may attend meetings by phone or webinar
- A Council member shall attend at least 50 percent of the meetings during any period of twelve consecutive months and shall not miss more than two consecutive meetings
- If a Council member does not meet the attendance policy, the Chairperson will contact the member and discuss the reasons for the member's absence
- If the member continues to have unsatisfactory attendance, the Director of ARMA may recommend appointing a successor for the remainder of the member's term to the Secretary of the Environment. Extenuating circumstances may be considered



Voting

- Council members may vote in person, by phone or via webinar
- Voting rights are limited to Council members only or a proxy. Prior to the start of each meeting for which the Council member wishes to designate a proxy, the Council member shall forward the name of his or her proxy to the Chair. A proxy shall have all the same rights as the Council member for the duration of the meeting



Voting, cont.

- Council Members may vote in the affirmative, negative or abstain from voting
- The Chairperson protects impartiality by exercising voting rights only when his or her vote would affect the outcome. In such cases the Chair can either vote and thereby change the result, or can abstain. If the chair abstains, he/she announces the result of the vote with no mention of his/her own vote. Should the vote result in a tie, no recommendation is made to the Department



Questions?