

## **Rules and Procedures**

### **Olney Town Center Advisory Committee Adopted June 5, 2006**

#### **I. Background**

The Olney Town Center Advisory Committee is a volunteer committee composed of representatives from civic organizations, homeowners associations, social service agencies, and business groups in Olney, Maryland. The group is charged with:

1. Creating an *Illustrative Concept Plan*
2. Creating a concept for a civic center/town commons
3. Review development proposals for parcels within the town center before they are presented to the Montgomery County Planning Board

The committee has also identified the following areas of involvement:

1. Facilitate communication among land owners within Olney town center
2. Develop recommendations for capital improvement projects
3. Provide input to the redevelopment process in adjacent neighborhoods

The committee was established on May 4, 2006 and meets monthly, at least initially. The committee will last throughout the term of the Olney Master Plan adopted March 15, 2005.

The committee is chartered by the Maryland National Capital Park and Planning Commission to create a common community-based vision of what the future town center will look like and how it will function in relation to the surrounding neighborhoods. The primary authority vested in the committee comes from the direction provided by members of the Montgomery County Council to the Planning Board to “give similar and equal weight to the Committee’s and Planning staff’s advisory opinions.”

#### **II. Scope of this Document**

Section III herein documents the rules and procedures that the committee will follow and is organized in the following categories:

1. Membership and Public Participation
2. Officers and Terms of Office
3. Conducting Meetings
4. Conduct of Members

### III. Rules and Procedures

#### 1) Membership and Public Participation

The committee was established with 12 members from the following four types of groups:

- Local civic organizations (4)
- Homeowners associations (4)
- Social service agencies (2)
- Business groups (2)

The committee will control the number of members on the committee and who is on the committee. The size of the committee will remain at 12 members unless the committee decides by 75% vote to change the number of members. The committee may also decide with a 75% vote to replace a member. Replacing a member may occur if s/he is not in compliance with the Conduct of Members section of these rules. At meetings, committee members may be accompanied by others who may serve as proxy at future meetings that the member is not able to attend.

If there is a vacancy on the committee, a search committee, headed by the Vice-Chair shall search for and recommend a replacement member from the same type of organization. In the case of homeowner associations, at least two of the four committee members preferably will be from associations adjacent to the town center.

Any community member may approach *any* of the committee members. For example, it is not necessary for a business owner to work through only those committee members who come from business groups or for an HOA to approach only the committee members who come from Homeowners associations.

#### 2) Officers, Duties, and Term of Office

The Chair and Vice-Chair are elected positions. Candidates are nominated from members of the committee and elected by majority vote (7 or more) of the 12 committee members.

Chair—will propose meeting agendas with input from committee members and Parks & Planning staff, will preside over meetings and assure that committee rules are enforced and fair participation is guaranteed to all members and members of the public. The Chair will lead the development of the *Work Program* covering the term of office. The term of office is 2 years. (The term for the first Chair begins May 2006.)

Vice-Chair—will serve in place of the Chair when the Chair is unable to attend a meeting. Will serve as Chair of the search committee in the event a vacancy occurs. The term of office is two years. (The term for the first Vice-Chair begins May 2006.)

Immediate Past Chair—will serve in place of the Chair and Vice-Chair in the event that neither the Chair nor the Vice-Chair is able to attend a meeting. Term is 2 years.

### 3) Conducting Meetings

The regularly scheduled meetings will occur on a schedule and frequency agreed upon by committee members. These meetings will be open to the public. From time to time, supplementary meetings may be held for a variety of purposes including informing the committee on urban planning concepts, field trips, and site visits. These activities may or may not be open to the public due to space considerations. Roberts rules of order should be followed in making important decisions and determinations. Below are several issues of business regarding conduct at meeting.

**a) Quorum** is one member more than 50%, or 7 members. Quorum must be attained to vote on any matters including election of officers, resolutions, plans, or recommendations to the Planning Board. Quorum need not be attained to hold a regularly scheduled committee meeting, but in the event quorum is not reached, no election of officers, resolution, plans, or recommendations may be voted on.

**b) Meeting agenda** should be distributed in advance of each regularly scheduled meeting and it will be the responsibility of the Chair to assure this is done. Generally, meetings should begin with self-introductions of all present. The agenda should include an opportunity for members to present items of interest to the group (1 minute per member per item.) If members of the community wish to address the group they may contact any member of the committee who will advance the request to the Chair at least three business days in advance of the meeting. The Chair may limit the overall time allocated to committee member presentations and public comment in order to assure that there is time to address other important business at that meeting.

Public officials who wish to address the committee should notify one of the committee members at least 3 business days in advance of a regularly scheduled meeting in order to secure a place on the agenda.

A sign-in form will be passed around at the beginning of each meeting to capture the name, affiliation, and topic (for those addressing the committee) for all those present.

**c) Meeting minutes** should be distributed in advance of the following meeting. At each meeting a volunteer from among the members will record minutes and then forward the draft minutes to the Chair for review and distribution. Meetings will be recorded (pending availability of recording equipment) and the tapes shall be kept in Olney at a location determined by the committee that is open during normal business hours.

**d) Voting** is required for several actions of business. For procedural actions at meetings (e.g. a motion to adjourn) a simple majority of those present is required to pass. For any non-procedural issue (such as adopting and amending periodic work plans or the *Illustrative Concept Plan*, passing resolutions, or making recommendations to the Planning Board) a two-thirds majority of the membership (8 votes) is required. If quorum

is met, a vote may be held on a non-procedural issue. If the vote fails to pass, voting may be held open for a specified period of time (with a the support of the majority of those members present) in order to allow absent members of the committee to cast their vote. Votes collected during the open period must be collected in written form (including e-mail.)

**e) Voting by Proxy:** If a member can not be present at a meeting, s/he may be represented by a substitute member who is empowered to participate in the meeting and cast a proxy vote on behalf of the member on resolutions or recommendations but not election of officers or amending rules. The committee member who is absent must tell the Chair or another attending committee member that s/he will be absent and the name of the proxy. Proxy may be another member of the committee or someone not already on the committee.

**f) Recommendations to the Planning Board** will be made for each development proposal that appears before the committee. After presentation by a developer or owner, the committee will discuss its recommendation among itself and with the developer or owner and may vote on the recommendation at the same meeting or at a time agreed upon by the committee by a majority vote of those present. If the recommendation passes by two-thirds majority (8) or greater it shall be the only recommendation forwarded to the planning board for this development proposal. The majority recommendation will be summarized in written form along with the vote tally and presented orally to the Planning Board by the Chair, or another member chosen by the committee or appointed by the Chair. If the recommendation passes by less than two-thirds, it can be accompanied by a “Statement by the Minority” that shall be limited in length to one written page.

**f) Resolutions** may be passed that represent the position of the committee on a variety of issues related to the charter of the committee. Resolutions will pass with two-thirds vote (8) of the committee members.

**g) Other recommendations** may be made for capital improvement projects or on developments in neighboring communities that may affect the town center. These recommendations will pass with two-thirds vote (8) of the committee members.

#### 4) Conduct of Members

Since this is a volunteer committee, all members should be careful to respect the privacy and time of the other committee members. The primary mechanism for communication among members will be the regularly scheduled meetings. The secondary means of communication, once established, will be the committee’s website. Members are encouraged to communicate directly with other members as frequently as desired *upon mutual agreement with the other member(s)*.

Conduct of committee members toward one another and toward other attendees at meetings should be marked with courtesy, consideration, and mutual respect for the people and opinions expressed.

Attendance at each regularly scheduled committee meeting is expected of committee members. If a member can not make the meeting s/he should notify the Chair in advance. Notwithstanding, each committee member is expected to attend at least two-thirds of the meetings in a 12-month period.