

Attendance Provisions for Boards, Committees and Commissions From Bill 2-05 - Effective January 6, 2006

Section 2-148 (b)(1) A member of a committee who misses more scheduled meetings or hearings than the number of allowed absences, computed by the following table, or who misses 3 consecutive scheduled meetings, is **automatically removed**. Scheduled meeting or hearing means any meeting or hearing for which at least 7 days advance notice was given and which was held as scheduled.

Number of Meetings Held in One Year	Allowed Absences
1-4	1
5-8	2
9-12	3
13-16	4
17+	5

(2) An automatic removal under this subsection takes effect 30 days after the presiding officer notifies the appointing authority. The presiding officer of the committee must promptly notify the appointing authority of any member who has been automatically removed and must explain any known extenuating circumstances. The presiding officer should send a copy of the notice to each member of the committee.

(3) The appointing authority, on request of the affected member, may waive the removal for illness, emergency or other good cause. The appointing authority must notify the member whether a waiver has been granted.

(4) If a waiver has not been granted, the appointing authority must appoint a successor to complete the unexpired term, subject to Council confirmation if the original appointment was subject to Council confirmation.

(c) Other causes for removal

(1) The appointing authority may remove a committee member for:

- (A) neglect of duty
- (B) misconduct in office
- (C) a member's inability to perform the duties of the office
- (D) conduct that impairs a member from performing the duties of the office; or
- (E) violation of law

(2) Before a member is removed, the appointing authority must:

- (A) notify the member in writing of the reason for the removal; and
- (B) give the member an opportunity to submit reasons why the member should not be removed.

(3) If any other provision of law requires the Council's approval before a member is removed, that provision applies to a removal under this Section.

(4) If Council approval is not required before a member is removed, the appointing authority must notify the Council before the removal takes effect.

CONDUCT EXPECTATIONS

Dear BCC Staff:

We have recently become aware of several situations in which the conduct of a Board, Committee or Commission (BCC) member has been problematic. As a result, we are preparing guidelines for behavior and civility for BCC appointees.

The Boards were established to provide an opportunity for residents to be involved in County government by advising the County Executive and the Council. However, BCC members, including officers, are expected to do so in a professional and civil manner. During meetings or through written correspondence there should be an expectation of decorum and professionalism.

The County Executive values the time and effort expended by BCC members as well as the county staff that supports them. All participants should feel comfortable attending meetings and to freely contribute without fearing a rude or intimidating response.

Feel free to contact me if you have any questions or comments regarding this issue. Thank you.

PLEASE FORWARD THIS NOTICE TO YOUR BCC MEMBERS.

Dale Tibbitts
Special Assistant to the County Executive
Phone: (240) 777-2593
Email: Dale.Tibbitts@montgomerycountymd.gov