

HOWARD COUNTY PUBLIC TRANSPORTATION BOARD

RULES OF PROCEDURE

EFFECTIVE DATE MAY 24, 2011

Adopted August 12, 1976

Amended June 9, 1977

Amended January 12, 1984

Amended October 13, 1988

Amended September 17, 1990

Amended January 9, 1992

Amended May 24, 2011



BEN PICKAR
Executive Secretary

RULES OF PROCEDURE OF THE HOWARD COUNTY PUBLIC TRANSPORTATION BOARD

SECTION 1.100--GENERAL

These Rules of Procedure of the Howard County Public Transportation Board (Board) are adopted pursuant to the authority of the Howard County Code, Title 21 "Traffic Control and Transportation," Subtitle 5 "Public Transportation."

SECTION 1.100.A--ROLE IN PUBLIC TRANSPORTATION OVERSIGHT

The Board shall review and evaluate technical reports, proposals, service plans, etc. on such aspects of intracounty transit service as: routes/schedules, fares, transfers to other routes/systems, county oversight functions, grant opportunities, and integration of highway and transit issues.

The Board shall serve as a forum for public comment on all aspects of existing and/or proposed intracounty service.

The Board shall formulate and transmit to County Staff and/or the County Executive observations and recommendations regarding intracounty public transportation services, especially with regard to major decision points.

SECTION 1.101--ORGANIZATION

The Board shall consist of seven (7) members appointed by the Executive, subject to confirmation by the Council, and shall serve for a term of five (5) years. Members of the Board shall receive no compensation for their services except reimbursement of reasonable expenses as may be provided in the budget.

The Board shall elect a Chairperson and Vice Chairperson, to serve for a term of one year at its first regularly scheduled meeting in the month of June in each year. A majority vote of sitting members shall be necessary to elect a board member to these offices.

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

The Director of Planning and Zoning or the Director's designee shall act as the Executive Secretary to the board. The Executive Secretary shall attend all meetings, notify all Board members of meetings, maintain a complete record of all board meetings, and provide appropriate staff assistance as required.

The legal advisor shall be the county solicitor or other member of the Office of Law, as designated by the county solicitor, and may attend and participate in the meetings of the board upon request. The legal advisor shall assist the board, or a board member upon request.

SECTION 1.102--MEETINGS

The Board shall hold regular meetings quarterly. Special meetings may be held at any time at the call of the Chairperson. A quorum is necessary to hold a meeting. A quorum, necessary to transact business, shall consist of a majority of the current membership of the Board. A majority vote of the quorum shall decide any question or issue before the Board for action. Any business transacted absent a quorum will not be binding on the Board unless ratified by a quorum at a subsequent meeting.

Unless excused by resolution of the Board, whenever a member of the Board has accumulated three consecutive absences from regular public meetings, the Chairperson must notify the County Executive that the position is deemed vacant and that procedures for filling the vacancy be instituted with all due haste.

SECTION 1.103--PLACE AND TIME OF MEETING

The place of meeting of the Public Transportation Board shall be in the County Office Building Complex, Ellicott City, Maryland, except as may otherwise be scheduled by the Chairperson.

Public Transportation Board meetings shall begin at 7:00 PM. unless otherwise scheduled by the Executive Secretary after consultation with the Chairperson.

SECTION 1.104--RECORD OF MEETINGS

The Board shall keep the record of its resolutions, transactions, findings, determinations and decisions and shall keep minutes of its proceedings, all of which shall be filed in the Department of Planning and Zoning and shall be a public record.

SECTION 1.105--PUBLIC ATTENDANCE

The general public and representatives of the news media are encouraged and invited to attend all Board meetings and reasonable seating facilities shall be provided. All persons attending are expected to maintain order and decorum and to refrain from disturbing the orderly process of the meeting.

SECTION 1.106--ADVERTISING NOTIFICATION OF MEETINGS

It shall be the responsibility of the Executive Secretary to arrange appropriate public notification of the meetings.

SECTION 1.107--CONDUCT OF MEETING

On any matter before the Public Transportation Board, any member may ask relevant questions pursuant thereto of the Department of Planning and Zoning or any person attending the meeting, upon recognition by the Chair.

SECTION 1.108--MAINTENANCE OF ORDER

It shall be the duty of the Chairperson to maintain order during any meeting of the Public Transportation Board. 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 Chair to enforce order on its own initiative without any point of order being made by a member. Under circumstances of confusion and disorder, the Chair shall have the power, and it shall be the duty of the Chair, to order the Meeting Room cleared or to recess the meeting, and the Chair may, on its own motion and without a second or putting the matter to a vote, order the meeting recessed to a fixed hour and date.

SECTION 1.109--RECOMMENDATIONS: RESOLUTIONS

Recommendations and/or Resolutions by the Public Transportation Board shall be in writing, shall be signed by a majority of the members of the Public Transportation Board present and attested by the Executive Secretary. Any member of the Public Transportation Board may file a dissent from the majority opinion which shall be attested by the Executive Secretary. The majority opinion and dissenting opinion(s) shall be made a part of the record of the proceedings filed with the Executive Secretary and maintained as part of the official records of the County.

SECTION 1.110--ADOPTION AND AMENDMENT OF RULES

Any interested person may petition the Public Transportation Board requesting the promulgation, amendment or repeal of any of these rules. Review of same shall be pursuant to Section 2.100 of the Howard County Code -"The Administrative Procedures Act."

HOWARD COUNTY PUBLIC TRANSPORTATION BOARD


SHARONLEE VOGEL, CHAIRPERSON


EDWARD STOLLOF, VICE CHAIRPERSON


OTHELLA ROGERS

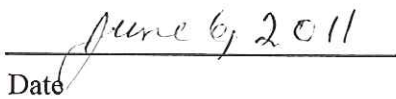

BARBARA KELLNER

~~CAROL FILIPCZAK~~ *Resigned*


CYNTHIA DAWSON



BEN PICKAR
Executive Secretary


Date

