# CARROLL COUNTY, MARYLAND
# ENVIRONMENTAL ADVISORY COUNCIL
# BYLAWS

## ARTICLE I – NAME

**Section 1.** **Name.**

The body shall be known as the Carroll County Environmental Advisory Council, as referenced in Chapter 16 of the Carroll County Code, a.k.a the Environmental Advisory Council or the EAC.

## ARTICLE II – AUTHORITY

**Section 1.** **Authority.**

The EAC sits under the authority adopted by the Carroll County Board of Commissioners as Ordinance 04-20 on July 6, 2004, and included in the Carroll County Code as Chapter 16.

## ARTICLE III – PURPOSE

**Section 1.** **Purpose.**

The purpose of the EAC is to serve as an advisory body to the Carroll County Commissioners as outlined in Chapter 16 of the Code.

In the execution of its purpose, the EAC is empowered to hold public meetings, as appropriate, and is responsible to advise and make recommendations to the Board of County Commissioners of its findings, as appropriate as outline in Chapter 16 of the Carroll County Code.

## ARTICLE IV – MEMBERSHIP AND MEETINGS

**Section 1.** **Meeting Criteria.**

Meetings for the EAC shall be conducted against the following standards:

1. The EAC shall hold meetings at regular monthly intervals, as it deems appropriate, as per Chapter 16 §16-3 of the Code.

2. Special meetings may be called upon the request of the Chairperson or any three members of the Council. The notice of special meeting shall be given at least 24 hours prior to the meeting and shall state the subject matter to be considered and no other matter shall be before the Council.
3. In the event there is no matter to be considered, the Chairperson may dispense with any regularly scheduled meeting by notifying each Council member and the Board of Commissioners at least 24 hours prior to the time set for the meeting.
4. All meetings shall be promptly called to order at the scheduled time.

**Section 2.** **The Standard for Meeting Quorums.**

A majority of the currently appointed members of the EAC shall constitute a quorum for the transaction of business, and all action shall require the concurring vote of a majority of the members present and voting.

**Section 3.** **Member's Attendance at Meetings.**

Members are expected to demonstrate their commitment to serving on the Council by making every effort to attend all meetings and arrive punctually. Any member of the EAC, who is frequently absent, may be referred to the Board of County Commissioners to be considered for removal from membership. Any such recommendation must be made by the Chairperson after an official vote of the EAC.

Any member not planning to attend any regular meeting of the EAC should notify the Chairperson, the County staff liaison, and the Secretary at least 24 hours prior to that meeting.

**Section 4.** **Duties and Responsibilities of the General Membership of the EAC.**

All appointed members shall represent the responsibilities of appointed office in earnest. They shall participate in deliberation and render honest opinion, based on the evidence of and information presented to them. Members may also present information on any issue that will add to the body of the information used in deliberation. In matters requiring the provision of advice and recommendation to the Board of County Commissioners, members shall speak as one body in the official report. When appropriate, members may also offer minority opinions when

delivering recommendations. When doing so, the member must state the basis for the minority report.

**Section 5.** **Vacancies.**

All members of the EAC are expected to serve their full term and to actively participate in the proceedings and activities of the EAC. However, in the event that any position becomes vacant, for any reason whatsoever, said vacancy shall be filled by action of the Board of County Commissioners.

## ARTICLE V – OFFICERS

**Section 1.** **Officers.**

The EAC will elect the Chairperson, a Vice Chair and other officers, as deemed appropriate.

**Section 2.** **Terms, Qualifications and Standards.**

The Chairperson shall serve a term of two years and may be re-elected for no more than two consecutive terms. All other officers elected to serve by the EAC membership shall hold office for a period of two years or until the task under their charge is completed. If an Officer resigns prior to fulfilling his or her term as an Officer, the EAC will elect a successor at a subsequent meeting.

**Section 3.** **Duties of the Chair.**

The Chairperson shall be the principal Officer of the EAC and shall, in general, supervise and control the business and affairs of the Council. The Chairperson shall preside over all meetings of the EAC and decide all points of order, communicate recommendation of individuals to the County Commissioners for appointment to such ad-hoc committees as deemed necessary, sign documents on behalf of the EAC, call regular or special meetings, exercise general supervision over affairs of the EAC, and perform such other duties as are ordinarily incumbent upon a Chairperson.

On matters upon which the Council is voting, the Chair shall cast a vote only in the event of a tie.

The Chairperson or designee shall also represent the EAC in all interactions of the EAC with the Board of County Commissioners.

**Section 4.** **Duties of the Vice-Chair.**

The Vice-Chair shall perform such duties as are ordinarily incumbent upon vice-chairpersons and such duties as may be assigned to them by the Chair or Board of County Commissioners. The Vice-Chair shall also assume the role of Chairperson during any absence or disability to the Chairperson or upon the resignation of the sitting Chairperson, until a new Chairperson is elected.

**Section 5.** **Secretary.**

The Secretary shall be a designee of the Department of Land Use, Planning & Development, or its successor, and shall prepare all official correspondence of the Council and keep a record of all official meetings and actions of the Council.

## ARTICLE VI – MEETING AGENDAS

**Section 1.** **Agenda.**

At least 7 days prior to each regularly scheduled meeting, a draft agenda will be published. Any comments or questions regarding the draft agenda shall be directed to the Secretary of the EAC.

At least 24 hours prior to each meeting, a final agenda reflecting items to be considered and any changes to the draft will be available to the Council and the public. Agendas shall be assembled by the Secretary of the EAC and shall contain items submitted by the County Commissioners, staff, and members of the general public. The Secretary is responsible for the distribution of the agenda.

## ARTICLE VII – ORDER AMENDMENT

**Section 1.** **Amendment.**

Any proposal to amend these Bylaws must be agreed to by majority vote of the members of the EAC and approved by the Board of County Commissioners. Any amendment to the Bylaws shall be voted on at the next regular meeting of the EAC after the regular meeting at which the amendment was proposed. After agreement by a majority of the members of the EAC on the contents of amendment, it shall be formally proposed to the Board of County Commissioners.

**CARROLL COUNTY, MARYLAND**
**ENVIRONMENTAL ADVISORY COUNCIL**
**BYLAWS**

ADOPTED this 17th day of April, 2013.

ENVIRONMENTAL ADVISORY COUNCIL

17 April 2013
Date:

By: Josh Hatkin, Chair

APPROVED this 25th day of April, 2013.

THE COUNTY COMMISSIONERS OF CARROLL COUNTY, MARYLAND, a body corporate and politic of the State of Maryland

ATTEST:

Shawn Reese, Clerk

Doug Howard, President

David H. Roush, Vice President

Haven N. Shoemaker, Jr., Secretary

Robin Bartlett Frazier

Richard S. Rothschild

Approved for legal sufficiency:

Timothy Burke
County Attorney