



**Maryland**  
Department of  
the Environment

# AQCAC Bylaws Update



**AQCAC meeting – December 12, 2016**



# History

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- The Bylaws were initially adopted in November of 1994
- Amendments to the Bylaws were suggested and discussed in 2007, but never voted upon
- New amendments were proposed to AQCAC at the September 19, 2016 meeting. The edits discussed at that meeting are noted in this presentation



# Current Amendments

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- Build off of the 2007 suggested amendments and comments from September 19, 2016 AQCAC meeting
- 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

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- 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; 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. The Vice-Chairperson may also moderate discussion if the Chairperson wishes to actively debate an issue



# Meeting Attendance

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- Council Members may attend meetings in person, by phone or via 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

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- Council members may vote in person, by phone or via webinar
- After hearing AQCAC debate the issue of proxy voting at the September 19, 2016 meeting, the Department believes the best course of action is not to include proxy voting. The amendments provide flexibility for Council members to vote in the ways listed above



## Voting, cont.

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- 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?