

RULES OF PROCEDURE

Environmental Affairs Committee (EAC)

Mission:

To advise the Mayor and City Council on environmental protection, pollution prevention, and the restoration of sensitive, scarce or unique ecosystems and to advocate for the conservation of all Gaithersburg's natural resources for the benefit of future generations.

1. Quorum – A majority of the total number of committee members (7) constitutes a quorum. A quorum is necessary for a committee to take official action; however, a quorum is not necessary for a committee to discuss a matter.
2. Chair – The committee shall have a Chair or Co-Chairs elected by members on a periodic basis as determined by the committee. Note that the City Staff Liaison's role is one of administrative support and guidance and shall keep all records, send out all notices and agendas, keep the official records, minutes and correspondence of the Committee. The Staff Liaison does not vote and should not be charged with conducting a meeting.
3. Actions/Motions – All formal actions of the committee, such as recommendations to the Mayor and Council, must be approved by a motion supported by a majority vote of the committee members present at the meeting.
4. Agenda/Minutes – Agenda for all meetings must be posted in the City's agenda management system (SIRE) at least 48 hours prior to the meeting. Draft minutes should be posted in SIRE within one week of the meeting. Adopted minutes will be posted after approval at the next regular meeting of the committee.
5. Open Meetings/Executive Sessions – All committee meetings are subject to the Maryland Open Meetings Act ("Act") and must be open to the public unless an executive session is authorized. An executive session can only be held for specific matters, such as personnel actions or considerations involving the award of funds, and a motion must be made to go into executive session that complies with the Act. If the Committee anticipates conducting an executive session, prior to the meeting the Chair or Staff Liaison should coordinate with the City Attorney and/or Municipal Clerk for the required basis, motion and after-meeting announcement. Note that digital conversations in which committee members discuss committee business online and on social media outlets may constitute a "meeting" and engagement in such could violate the Open Meetings Act.
6. Ethics/Conflicts of Interest – All committee members are subject to the City's Ethics Ordinance and members should recuse themselves from participation in a matter in which they have a

conflict of interest. If staff liaisons or committee members have questions as to whether a conflict of interest exists, please contact the City Attorney for guidance.

7. Records Retention – All committee agendas, minutes, background materials and other documents must be maintained in accordance with the Department's Records Retention Schedule.

Attendance at Meetings - The expectation is for committee members to attend the regularly scheduled monthly meetings and events, as participation is imperative to fulfilling the committee's mission. If a committee member misses (3) three consecutive meetings/events without prior notice, a letter will be sent notifying the member that attendance is a requirement and that his/her membership will be reviewed at the next regularly scheduled meeting. The committee member at this juncture can affirm his/her commitment to the committee and provide justification for his/her absence for committee review and/or resign from the committee.

These Rules of Procedure adopted this 11th day of March, 2014 by the City of Gaithersburg Environmental Affairs Committee.



Doug Wolf, Co-Chair