

**RULES OF PROCEDURES AND BYLAWS  
OF THE ANNE ARUNDEL COUNTY PLANNING ADVISORY BOARD**

**ARTICLE I  
Statement of Purpose**

As stated in the Anne Arundel County Charter, Sections 532 and 533, the Planning Advisory Board (“PAB”) shall make advisory recommendations to the County Executive, the Planning and Zoning Officer and the County Council relating to the master plans, the zoning maps and rules and regulations relating to zoning. At such times as the Chief Administrative Officer shall fix, the Planning Advisory Board shall consider an itemized list of capital projects, or capital improvement program, which the various agencies of the County government propose to undertake in the ensuing fiscal year and the next succeeding five fiscal years thereafter. After consideration by the Planning Advisory Board, the Planning and Zoning Officer shall transmit to the Budget Officer with his recommendations a list of projects recommended by said Board to be undertaken in the periods aforesaid and its estimates of the cost thereof. The County Executive, at his discretion, or the County Council, by resolution, may provide for reference to the Board, for review and recommendations, of any matter related to the board's functions and duties. In addition, the PAB shall consider and transmit its recommendations to the County Executive concerning amendments to the capital budget for each fiscal year.

**Article II  
Organization**

**Section 1 Members** – The PAB shall consist of seven members, which shall be seven qualified voters appointed by the County Executive for terms coterminous with the County Executive's term or until their successors shall qualify.

**Section 2 Officers** – The Officers of the PAB shall consist of a Chairman, a Vice-Chairman, PAB Administrator and a Secretary. The Chairman shall be appointed by the County Executive.

**Section 3 Duties and Responsibilities of PAB Officers**

1. Chairman – is appointed by the County Executive and is responsible for conducting meetings and working with the Office of Planning and Zoning staff on items considered by the PAB.
2. Vice-Chairman – is chosen by the PAB members and is responsible for assuming the Chairman's duties when the Chairman is absent.
3. PAB Administrator – is a representative from the Office of Planning and Zoning and is responsible for providing staff support on matters being considered by the PAB; scheduling agenda items for PAB consideration; and officially transmitting the PAB recommendations to the Planning and Zoning Officer, the Budget Officer, the County Executive and / or the County Council.
4. Secretary – is a representative from the Office of Planning and Zoning. The Secretary is responsible for providing administrative support and shall prepare and distribute public notices and agendas and record meeting minutes.

**Section 4 Vacancies** – If any vacancy occurs, the County Executive shall appoint a new member in the manner in which all new members are appointed.

### **ARTICLE III Meetings**

**Section 1 Regular Meetings** – At least ten regular monthly meetings per year shall be held. Regular Meetings of the PAB shall be held on the second and fourth Wednesdays of each month are. All other meetings shall be special meetings.

**Section 2 Special Meetings** – Special meetings will be held at the call of the Chairman or at the request of at least four members of the Board.

**Section 3 Quorum** – A majority of the appointed members constitutes a quorum. In the event there are fewer than seven appointed members on the Board, a quorum shall in no case be less than four members.

**Section 4 Voting** – Any action taken by the Board must be passed by an affirmative vote of a majority of voting members.

**Section 5 Open Meetings** – All regular and special meetings of the PAB shall be open to the public in accordance with Maryland’s Open Meetings Act. The minutes of all such meetings shall be public records and shall be available for inspection by interested persons during regular office hours of the Office of Planning and Zoning in accordance with the Maryland Public Information Act.

#### **Section 6 Notice of Meetings**

1. Public Notice – Written public notice of all regular and special meetings shall be posted in accordance with the Maryland Open Meetings Act no later than ten calendar days preceding the meeting. Notice of meetings shall be kept by the PAB for at least one year.
  - a. Cancellation of meetings will follow delays and closings of Anne Arundel County Government. Notification of delays and cancellations will be posted on the County website and sent to the PAB members whenever possible.
2. Agenda – The Secretary shall prepare a tentative agenda for each regular meeting and will distribute it to the PAB members and other interested parties no later than five calendar days (when practical) preceding the regular meeting. Whenever possible, pertinent background material relating to the agenda items shall be forwarded with the agenda.

#### **Section 7 Minutes**

1. Recording and Minutes – The Secretary will record the meetings via live streaming audio tapes and the recordings shall be deemed the minutes of the open session. The audio recordings shall be archived for at least 1 year after the date of the meeting. In the instance where the PAB holds a public hearing and / or takes a vote, the Secretary shall also prepare written minutes which will include the items considered, the action taken and the recorded vote. The Secretary will distribute them to PAB members and upon request, the County

Executive, the County Council or other interested parties. All records of the PAB will be available and open for inspection upon call in accordance with the Maryland Public Information Act.

2. Approval of Minutes – The written minutes of a meeting will be approved by the PAB and signed by the Chairman at a subsequent regular meeting or as soon as possible. Approved changes will appear in the record copy of the minutes.

#### **Section 8 Meetings Open to the Public**

1. Regular and Special Meetings – All regular and special meetings of the PAB are open to the public.
  - a. The general public may attend;
  - b. If a member of the general public is disruptive as determined by the PAB, the individual may be removed.
2. The PAB and its committees may, when deemed necessary, hold a closed meeting, but it must be in accordance with Maryland’s Open Meetings Act.

**Section 9 Correspondence** – Individual Board members who receive mail pertaining to items considered by the PAB shall forward a copy to the Chairman and a copy to the Secretary and / or PAB Administrator.

### **ARTICLE IV Public Hearings**

#### **Section 1 General Guidelines**

1. Subject Matter – Comment will be invited on any aspect of the subject matter of the hearing.
2. Notice to Secretary – Those desiring to address the PAB will register with the Secretary either prior to or during the hearing. The person wishing to speak shall provide the Secretary with their name, address and organization they are affiliated with, if any. The speakers will be heard in order as follows:
  - a. Elected Officials are recognized and speak for any length of time they choose, and are taken in order of their office.
  - b. Persons with letters from associations and other organizations are recognized as they appear on a speaker’s registration sheet and afforded five (5) minutes to speak.
  - c. All others are afforded three (3) minutes to speak in the order of the sign-in sheet.

- d. The Chairman may extend such stated times at his or her discretion under special circumstances for the Board's benefit.
3. Identification of Person Testifying – Upon recognition by the Chairman, persons addressing the PAB shall state their name, address and organization they represent, if any.
4. Comments – The Chairman may suspend any testimony that is not relevant to the subject of the hearing and advise the speaker to that effect.
5. If written testimony is provided, it must be given to the Secretary no later than the time and date established by the Chairman during the public hearing.
6. The public hearing record will be held open for two weeks unless otherwise established by the Chairman at the public hearing. For those wishing to provide written testimony, the testimony must be provided to the Secretary in the timeframe established.

## **ARTICLE V Miscellaneous**

**Section 1 Official PAB Testimony** – Testimony given in support of an official position taken by the PAB shall be presented by a representative so designated by the PAB.

### **Section 2 Other Testimony and Public Comment**

1. General Guidelines – No PAB member acting in a role outside of the PAB should give testimony regarding any matter that is brought to the PAB for an official advisory opinion or recommendation. Once an official position by the PAB is taken, members voting in the minority should not lobby their opinions, but should restrict their comments to explaining how and why they voted the way they did. The PAB may, however, authorize the Chairman, or a member to present testimony or represent the PAB before County Council, community organizations or other organizations or committees on matters to present PAB recommendations, opinions and decisions.

## **ARTICLE VI Amendment of Rules of Procedure and Bylaws**

The rules of procedure and bylaws can be amended by a majority vote of the PAB when such proposed Amendments are announced prior to any meeting with such votes.