

**ANNE ARUNDEL COUNTY**  
**RULES OF PROCEDURES AND BYLAWS**  
**OF THE ANNE ARUNDEL COUNTY SPENDING AFFORDABILITY COMMITTEE**

**ARTICLE I. Statement of Purpose.**

Consistent with Section 610 of the Anne Arundel County Charter, the purpose of the Spending Affordability Committee (the "Committee") is to "...make advisory recommendations to the Office of Budget, the County Executive, and the County Council relating to spending affordability including County spending levels to reflect the ability of the taxpayer to finance County service and long-term debt." In addition, "The Committee shall examine: (1) current capital projects; (2) the 5-year capital improvement program; (3) per capita wealth; (4) debt service; (5) pay-as-you-go funding; and (6) alternative sources of funding." The Committee's recommendations shall be presented in a report not less than 150 days before the end of each fiscal year, and copies shall be made available for public inspection.

**Article II. Organization.**

**Section 1. Members.** Committee members shall be appointed by the County Executive and confirmed by resolution of the County Council. The Committee shall consist of one resident from each councilmanic district who is knowledgeable in the field of economics, finance, fiscal planning, or a related field. A member shall serve a four year term and may not serve more than two successive terms. A member appointed after a term has begun shall serve only for the rest of the term and until a successor is appointed and qualified. At the end of a term, a member shall continue to serve until a successor has been appointed and qualified.

**Section 2. Officers.** The Officers of the Committee shall consist of a Chair, a Vice-Chair, and a Secretary elected for one year terms by the Committee.

1. Chair. The Chair shall conduct meetings and coordinate with the Office of Budget as appropriate. The chair shall also present the Committee's annual report to the County Council, County Executive, and other interested parties.

2. Vice-Chair. The vice-chair shall act as the chair in when the Chair is absent.

3. Secretary. The Secretary shall keep accurate records and minutes of all meetings of the Committee. The records and minutes shall comply with the Maryland Open Meeting Act and relevant provisions of the County Code. The Secretary shall make available minutes of the previous meeting and distribute them to the Committee members and to the County's Boards and Commissions Officer in advance of each meeting; cause to be delivered all notices of meetings to the Board members and to the County's Boards and Commissions Officer; maintain the minutes and a current listing, with contact information, of the members of the Committee; and serve as the records custodian for the Committee under the provisions of

the Maryland Open Meetings Act.

4. Elections of officers. Officers of the Committee shall be elected at the first meeting of each County fiscal year in accordance with Article III, Section 4.

**Section 3. Staff support.** Staff support for the Committee shall be a County employee appointed by the Budget Officer without a specific term. The staff support is responsible for providing staff support on matters being considered by the Committee, scheduling agenda items for Committee's consideration, providing administrative support, preparing and distributing public notices and agendas, and officially transmitting the Committee's recommendations to the Budget Officer, the County Executive, the County Council, the Chief Administrative Officer and any other parties determined by the Committee.

### **ARTICLE III. Meetings.**

**Section 1. Meetings.** Meetings will be held at the call of the Chair unless a quorum of the members determines otherwise.

**Section 2. Quorum.** A majority of the appointed members in attendance at a meeting constitutes a quorum. In the event there are fewer than seven appointed members on the Committee in attendance, a quorum shall in no case be less than four members.

**Section 3. Voting.** – Any action taken by the Committee must be passed at a meeting with a quorum and by an affirmative vote of the majority of voting members.

**Section 4. Open Meetings.** All meetings of the Committee 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 Budget in accordance with the Maryland Open Meetings Act.

### **Section 5. Notice of Meetings.**

1. Public Notice. Written public notice of all meetings shall be provided to the County's Boards and Commissions Officer and published on the County website no later than ten calendar days preceding the date of the meeting and in accordance with the Maryland Open Meetings Act. Notice of meetings shall be kept by the Office of Budget for at least five years.

2. Cancellation of meetings. Cancellation of meetings will follow delays and closings of the Anne Arundel County Government. Notification of delays and cancellations will be posted on the County website and sent to the Committee members whenever possible.

3. Agenda. The Staff, in coordination with the Chair, shall prepare a tentative agenda for each regular meeting and will distribute it to the Committee members and other interested parties no later than five

calendar days (when practical) preceding the meeting. Whenever possible, pertinent background material relating to the agenda items shall be forwarded with the agenda.

4. Minutes. The Secretary shall draft minutes for each meeting subject to the Open Meeting Act and present to the Committee at the next meeting for approval. The Staff shall post approved minutes on the County website for at least five years.

### **Section 7. Conduct of Meetings.**

1. Open to the Public. All meetings of the Committee are open to the public and shall be held in compliance with the Maryland Open Meetings Act. Those desiring to address the Committee shall register with the Staff prior to or during the hearing. The person wishing to speak shall provide the Staff with their name, address and the organization with which they are affiliated. The speakers will be heard in order in which they registered and are limited to not more than five minutes. However, the Chair may grant more time at his or her discretion. Speakers shall give their name, contact information organization that they represent. The Chairman may suspend any testimony that is not relevant to the subject of the hearing and advise the speaker to that effect. If a member of the general public is disruptive as determined by the Committee, the individual may be removed.

2. Closed meetings. The Committee may, when deemed necessary, hold a closed meeting, but it must be in accordance with the Maryland Open Meetings Act.

3. Correspondence. Individual Committee members who receive mail pertaining to items considered by the Committee shall forward copies to the Chair and the Staff.

4. Meeting procedures. Meetings shall be conducted in accordance with the latest published version of Robert's Rules of Order.

**Section 8. General Guidelines.** Once an official position by the Committee 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 Committee may authorize the Chair or other Committee member to present testimony or represent the Committee before the County Council, community organizations or other organizations or committees on matters to present Committee recommendations, opinions and decisions.

ARTICLE IV. Amendment of Bylaws. These by-laws can be amended consistent with Article III.

These bylaws are approved on this date of November 8, 2018.



David G. James, Chair