

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

**ARTICLE I
Statement of Purpose**

Pursuant to Sections 532 and 533 of the Anne Arundel County Charter, there shall be a Planning Advisory Board (“PAB”) that 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 PAB 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 PAB, the Planning and Zoning Officer shall transmit to the Budget Officer with the Planning and Zoning Officer’s recommendations a list of projects recommended by said PAB to be undertaken in the periods aforesaid and its estimates of the cost thereof. The County Executive, at the County Executive’s discretion, or the County Council, by resolution, may provide for reference to the PAB, for review and recommendations, of any matter related to the PAB’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 Chair, a Vice-Chair, PAB Administrator and a Secretary. The Chair shall be designated by the County Executive.

Section 3 Duties and Responsibilities of PAB Officers

1. Chair – is designated by the County Executive. The Chair is responsible for conducting meetings and working with the Office of Planning and Zoning staff on items considered by the PAB.
2. Vice-Chair – is chosen by the PAB members. The Vice-Chair is responsible for assuming the Chair’s duties when the Chair is absent.
3. PAB Administrator – is a representative from the Office of Planning and Zoning. The PAB Administrator 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, 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. All other meetings shall be special meetings. Meetings may be held in person, virtually, or through a hybrid format with some PAB members in person and others virtual.

Section 2 Special Meetings – Special meetings may be held at the call of the Chair or at the request of at least four members of the PAB.

Section 3 Quorum – A majority of the appointed members constitutes a quorum. In the event there are fewer than seven appointed members on the PAB, a quorum may not be less than four members. PAB members who attend through a virtual meeting software are included in the quorum as long as the software allows the PAB member to engage in the meeting.

Section 4 Voting – Any action taken by the PAB 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 the Maryland 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.
 - a. A tentative agenda may be combined with a public notice and posted no later than ten calendar days preceding the meeting.

Section 7 Minutes

1. Recording and Minutes – The Secretary will record the meetings via electronic audio and/or video recording and the recordings shall be deemed the minutes of the open session. The recordings shall be archived for at least five years after the date of the meeting, and will be available for the public to listen / watch by remote electronic means. In an 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 the minutes 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 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 Chair 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. Public attendees may provide public testimony, questions, comments or other forms of public participation only at specific times when expressly invited by the PAB.
 - c. A person attending an open session of the PAB may not engage in any conduct, including visual demonstrations such as the waving of placards, signs, or banners, that disrupts the session or that interferes with the right of members of the public to attend and observe the session.
 - i. The presiding officer may order any person who persists in conduct prohibited by subsection (c) of this section or who violates any other regulation concerning the conduct of the open session to be removed from the session and may request police assistance to restore order.
 - ii. The presiding officer may recess the session while order is restored.
2. The PAB and its committees may, when deemed necessary, hold a closed meeting, but it must be in accordance with the Maryland Open Meetings Act.

Section 9 Correspondence – Individual PAB members who receive mail (including electronic) pertaining to items considered by the PAB shall forward a copy to the Chair 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, organization they are affiliated with, if any, and the subject matter they would like to discuss.
 - a. Elected Officials will be recognized first and speak for any length of time they choose, and are taken in order of their office.
 - b. All other speakers, including those representing organizations, are afforded two (2) minutes to speak. The PAB may group speakers by topic, when applicable.
 - c. The Chair may extend such stated times at their discretion under special circumstances for the PAB’s benefit.
3. Identification of Person Testifying – Upon recognition by the Chair, persons addressing the PAB shall state their name, address and organization they represent, if any.
4. Comments – The Chair may suspend any testimony that is not relevant to the subject of the hearing and advise the speaker to that effect.
5. Written Testimony - For those wishing to provide written testimony, the testimony must be provided to the Secretary via email to PlanningAdvisoryBoard@aacounty.org in the timeframe established. If written testimony is provided, it must be given to the Secretary no later than the time and date established by the Chair during the public hearing.
6. Public Record - The public hearing record shall be held open for two weeks unless otherwise established by the Chair at the public hearing.

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 Chair, or a member to present testimony or represent the PAB before the 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 may be amended by a majority vote of the PAB when such proposed Amendments are announced prior to any meeting with such votes.

Approved by the Planning Advisory Board this 8th day of May, 2024:



Gus Kurtz, Chair



Michael Stringer, PAB Administrator