

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2025, Legislative Day No. 11

Resolution No. 15-25

Introduced by Ms. Hummer

By the County Council, May 19, 2025

1 RESOLUTION amending portions of Titles 1, 2, 3, 4, 5 and 6 of the Rules of Procedure
2 of the County Council

3
4 WHEREAS, pursuant to Section 208(g) of the Charter, the County Council is
5 required to adopt rules of procedure; and

6
7 WHEREAS, Section 1-103 of the Rules of Procedure provides that the County
8 Council may amend the Rules by resolution provided the amendment is submitted
9 in writing to the County Council at least seven days before the action on the
10 resolution; now, therefore, be it

11
12 *Resolved by the County Council of Anne Arundel County, Maryland, That Section 3-*
13 *105 of the Rules of Procedure of the Anne Arundel County Council (July 2016) is hereby*
14 *repealed; and be it further*

15
16 *Resolved, That Sections 4-107 through 4-111 of the Rules of Procedure of the Anne*
17 *Arundel County Council (July 2016) are hereby renumbered to be Sections 4-108 through*
18 *4-112, respectively; and be further*

19
20 *Resolved, That Section(s) of the Rules of Procedure of the County Council of Anne*
21 *Arundel County (July 2016) (as amended by Resolution Nos. 3-24 and 4-24) read as*
22 *follows:*

23
24 **APPENDIX A. RULES OF PROCEDURE OF THE COUNTY COUNCIL**

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26 **TITLE 1. GENERAL PROVISIONS**

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28 **1-103. Amendment of Rules.**

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30 **(a) Amendment by resolution.**

31
32 (1) These Rules may be amended by resolution.

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34 (2) A RESOLUTION TO AMEND THESE RULES REQUIRES A VOTE OF FIVE MEMBERS OF
35 THE COUNTY COUNCIL.

EXPLANATION: CAPITALS indicate new matter added to existing law.
[[Brackets]] indicate matter deleted from existing law.
Captions and taglines in **bold** in this bill are catchwords and are not law.

1 (b) **Submission of amendment.** The County Council may not act on any resolution to
2 amend these Rules unless the resolution, together with the text of the proposed amendment,
3 is submitted to the County Council, in writing, at least seven days before the action.

4
5 **1-106. Filling of a vacancy in the office of a member of the County Council or in the**
6 **office of the County Executive.**

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8 The following procedure shall be used in filling a vacancy in the office of a member of
9 the County Council or the Office of the County Executive, whether temporary or
10 permanent:

11
12 (1) solicitation for applications to fill the vacancy shall be advertised in one or more
13 newspapers with general circulation in the County;

14
15 (2) the central committee of the political party, if any, with which the former
16 member had been affiliated may submit the name of an applicant to be interviewed;

17
18 (3) applications shall be accepted by the Administrative Officer to the County
19 Council up to a date agreed upon by ~~[[at least four]]~~ A MAJORITY OF THE Councilmembers;

20
21 (4) the County Council shall schedule a public hearing and interviews with the
22 applicants on a date agreed upon by ~~[[at least four]]~~ A MAJORITY OF THE Councilmembers;
23 and

24
25 (5) (i) following the interviews, a roll call vote to fill the vacancy shall be taken,
26 with each Councilmember recommending an applicant;

27
28 (ii) if no applicant FOR A VACANCY IN THE OFFICE OF THE COUNTY EXECUTIVE
29 receives a majority vote on the first ballot roll call, successive ballots roll calls, consisting
30 of those applicants who received at least one vote on the previous ballot roll call, shall be
31 taken until one applicant receives a majority; ~~[[and]]~~ OR

32
33 (III) IF NO APPLICANT FOR A VACANCY IN THE OFFICE OF A MEMBER OF THE
34 COUNTY COUNCIL RECEIVES A MAJORITY VOTE ON THE FIRST BALLOT ROLL CALL, UP TO
35 25 SUCCESSIVE BALLOT ROLL CALLS, CONSISTING OF THOSE APPLICANTS WHO RECEIVED
36 AT LEAST ONE VOTE ON THE PREVIOUS BALLOT ROLL CALL, SHALL BE TAKEN UNTIL ONE
37 APPLICANT RECEIVES A MAJORITY; AND

38
39 ~~[[(iii)]]~~ (IV) if no applicant for a vacancy on the County Council receives a
40 majority vote within ~~[[thirty]]~~ 45 days of the vacancy, the Administrative Officer of the
41 County Council shall forward the names of the applicants receiving at least one vote on the
42 last ballot roll call to the State central committee of the political party of the former member
43 or, if no central committee exists for the party of the former member, to the County
44 Executive.

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46 **1-107. Filling of a vacancy in the office of a member of the board of education.**

47
48 THE FOLLOWING PROCEDURE SHALL BE USED IN FILLING A VACANCY IN THE OFFICE OF
49 AN ELECTED MEMBER OF THE BOARD OF EDUCATION:

(1) SOLICITATION FOR APPLICATIONS TO FILL THE VACANCY SHALL BE POSTED TO THE COUNTY COUNCIL WEBSITE;

(2) (I) APPLICATIONS SHALL BE ACCEPTED BY THE ADMINISTRATIVE OFFICER TO THE COUNTY COUNCIL UP TO A DATE AGREED UPON BY A MAJORITY OF THE COUNTY COUNCIL; AND

(II) A MAJORITY OF THE COUNTY COUNCIL MAY EXTEND THE PERIOD OF TIME FOR ACCEPTING APPLICATIONS;

(3) AFTER THE APPLICATION PERIOD CLOSES, APPLICATIONS SUBMITTED BY ALL QUALIFIED INDIVIDUALS SHALL BE POSTED TO THE COUNTY COUNCIL WEBSITE;

(4) THE COUNTY COUNCIL SHALL HOLD AT LEAST ONE PUBLIC HEARING THAT INCLUDES INTERVIEWS OF THE APPLICANTS BEFORE SELECTING AN INDIVIDUAL TO FILL THE VACANCY;

(5) FOLLOWING THE INTERVIEWS AND ANY DELIBERATIONS BY THE COUNTY COUNCIL, A ROLL CALL VOTE TO FILL THE VACANCY SHALL BE TAKEN, WITH EACH COUNCILMEMBER RECOMMENDING AN APPLICANT; AND

(I) IF NO APPLICANT RECEIVES A MAJORITY VOTE ON THE FIRST BALLOT ROLL CALL, SUCCESSIVE BALLOT ROLL CALLS, CONSISTING OF THOSE APPLICANTS WHO RECEIVED AT LEAST ONE VOTE ON THE PREVIOUS BALLOT ROLL CALL, SHALL BE TAKEN UNTIL ONE APPLICANT RECEIVES A MAJORITY OF THE VOTES; AND

(II) THE FINAL SELECTION BY THE COUNTY COUNCIL OF A QUALIFIED INDIVIDUAL TO FILL THE VACANCY IN THE OFFICE OF AN ELECTED MEMBER OF THE BOARD OF EDUCATION SHALL BE APPROVED BY RESOLUTION OF THE COUNTY COUNCIL.

1-108. Copy of rules available.

A COPY OF THESE RULES SHALL BE ACCESSIBLE TO THE PUBLIC.

TITLE 2. OFFICERS AND EMPLOYEES

2-101. Supervision of employees.

(a) **Generally.** Although it is anticipated that the officers and employees of the County Council will function largely independent, responsibility for overall coordination, direction, and supervision of the appointed officers and employees of the County Council is vested in the Chair or, in the Chair's absence, the Vice Chair. This provision may not be construed to prevent or prohibit a councilmember from communicating directly with an appointed officer or employee of the County Council for assistance with any council related matter.

(b) Annual review.

(1) (i) The Administrative Officer to the County Council and the Legislative Counsel shall be subject to an annual evaluation prepared by the Chair of the County Council and one member of the County Council from a different political party.

(II) THE DEPUTY/ASSISTANT ADMINISTRATIVE OFFICER TO THE COUNTY COUNCIL SHALL BE SUBJECT TO AN ANNUAL EVALUATION PREPARED BY THE

ADMINISTRATIVE OFFICER, THE CHAIR OF THE COUNTY COUNCIL AND ONE MEMBER OF THE COUNTY COUNCIL FROM A DIFFERENT POLITICAL PARTY.

[(ii) An annual review]](III) ANNUAL REVIEWS shall be based on input from each member of the County Council, and each member of the County Council may review and comment on the evaluation before it is finalized.

(2) The Administrative Officer to the County Council shall be responsible for evaluating [[the Deputy Administrative Officer to the County Council and]] County Council staff that report to the Administrative Officer of the County Council, but not the Legislative Counsel or Legislative Aides.

(c) **Removal.** The Administrative Officer to the County Council, Deputy Administrative Officer to the County Council, and the Legislative Counsel may be removed based on a vote of a majority of the County Council.

TITLE 3. MEETINGS IN GENERAL

3-101. Types.

(a) **Regular meetings.** The County Council shall hold regular legislative sessions and public hearings as may be required by law for the orderly conduct of business.

(b) **Other meetings.** The County Council shall meet for non-legislative purposes, such as conducting additional public hearings, legislative work sessions, and other meetings on such matters as may properly come before the County Council on any date agreed upon by [[at least four]] A MAJORITY OF THE members.

TITLE 4. CONDUCT OF MEETINGS

4-106. PARTICIPATION BY THE PUBLIC; Order and decorum.

(A) Generally.

(1) THE PUBLIC IS ENCOURAGED AND INVITED TO ATTEND EACH LEGISLATIVE SESSION OR MEETING WHERE REASONABLE SEATING FACILITIES SHALL BE PROVIDED.

(2) AT EACH LEGISLATIVE SESSION AND PUBLIC HEARING, A REASONABLE AMOUNT OF TIME SHALL BE PROVIDED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COUNTY COUNCIL ON PERTINENT MATTERS OF PUBLIC BUSINESS NOT OTHERWISE PROVIDED FOR.

(3) THE COUNTY COUNCIL MAY CONVENE SPECIAL HEARINGS ON PENDING LEGISLATION OR THE BUDGET FOR THE PURPOSE OF OBTAINING PUBLIC PARTICIPATION AND COMMENT.

(4) THE PUBLIC SHALL:

(I) MAINTAIN ORDER AND DECORUM IN KEEPING WITH THE DIGNITY OF THE GOVERNMENTAL PROCESS; AND

(II) MAY NOT INTERFERE WITH THE PROCESS.

(5) DISCUSSIONS OF THE COUNTY COUNCIL MAY BE RECORDED, PROVIDED THE RECORDING DEVICE DOES NOT GENERATE EXCESSIVE NOISE, USE EXCESSIVE ARTIFICIAL LIGHT, INTERFERE WITH COUNTY RECORDING DEVICES OR DISTURB COUNTY COUNCIL MEMBERS OR INDIVIDUALS IN ATTENDANCE.

(B) Addressing the Council.

(1) EACH MEMBER OF THE PUBLIC WHO WISHES TO SPEAK AT INVITATION TO THE AUDIENCE OR ON AGENDA ITEMS MAY TESTIFY BEFORE THE COUNTY COUNCIL PROVIDED THEY SIGN UP TO SPEAK BEFORE THE MEETING AT THE DESIGNATED AREA FOR SPEAKER REGISTRATION OR AS REQUIRED UNDER § 4-112 AND, AFTER BEING RECOGNIZED BY THE PRESIDING OFFICER, SHALL COME FORTH AND STATE THE FOLLOWING INFORMATION:

(I) NAME;

(II) HOME ADDRESS;

(III) PERSON OR ORGANIZATION REPRESENTED, OR THAT THE INDIVIDUAL IS SPEAKING AS A PRIVATE CITIZEN; AND

(IV) SUBJECT MATTER AND THE REMARKS.

(2) EACH MEMBER OF THE PUBLIC WHO SPEAKS TO THE COUNTY COUNCIL SHALL BE LIMITED TO THE AMOUNT OF TIME SPECIFIED BY THE CHAIR.

(C) Relevance.

(1) THE PRESIDING OFFICER MAY TEMPORARILY SUSPEND ANY TESTIMONY THAT IS NOT RELEVANT TO THE SUBJECT OF THE HEARING AND ADVISE THE SPEAKER TO THAT EFFECT.

(2) THE PRESIDING OFFICER MAY STOP TAKING FURTHER TESTIMONY FROM AND VACATE ANY REMAINING TIME ALLOCATED TO A SPEAKER WHO, AFTER BEING SO ADVISED, CONTINUES TO OFFER IRRELEVANT TESTIMONY.

(D) ORDER AND DECORUM.

(1) The presiding officer of the County Council shall preserve order and decorum during each meeting or session of the County Council.

(2) The presiding officer shall have general supervision of the County Council chambers and over each corridor adjacent to the County Council chambers.

(3) Visual demonstrations such as waving of placards, signs, balloons or banners are prohibited in the chamber.

(4) **[[Any]]** THE CHAIR SHALL CALL TO ORDER ANY person making personal, defamatory or profane remarks or who willfully utters loud, threatening or abusive language which disturbs the orderly conduct of a session of the County Council **[[shall be called to order by the Chair]]**.

(5) The Chair may seek removal of any individual who refuses to abide by the provisions of this section.

(6) In case of a disturbance or disorderly conduct in the County Council chambers the presiding officer may order any such place to be cleared.

4-107. PARTICIPATION BY THE NEWS MEDIA.

(A) GENERALLY.

(1) REPRESENTATIVES OF THE NEWS MEDIA ARE ENCOURAGED AND INVITED TO ATTEND EACH OPEN MEETING OF THE COUNTY COUNCIL WHERE REASONABLE SEATING FACILITIES SHALL BE PROVIDED FOR THE REPRESENTATIVES.

(2) RADIO AND TELEVISION COVERAGE MAY BE PROVIDED AT MEETINGS OF THE COUNTY COUNCIL.

(B) ORDER AND DECORUM. REPRESENTATIVES OF THE NEWS MEDIA SHALL MAINTAIN ORDER AND DECORUM IN KEEPING WITH THE DIGNITY OF THE GOVERNMENTAL PROCESS AND MAY NOT INTERFERE WITH THE PROCESS.

TITLE 5. BILLS AND RESOLUTIONS

5-101. Introduction.

(a) **Bills.** A bill may be introduced by a member of the County Council only at a legislative session of the County Council by filing a copy with the Administrative Officer.

(b) **Resolutions.** A resolution may be introduced by a member at any open meeting of the County Council.

(c) **Form.** The bill or resolution as introduced shall be printed [[, typewritten, or photocopied, and shall be]] in the form set forth in Rule 5-102 or Rule 5-104.

(d) **Recording.** On introduction, the Administrative Officer shall record the filed copy and maintain a file of each recorded copy.

(e) **Copies.** The Administrative Officer shall cause copies to be reproduced and made available to the members of the County Council, the public, and the news media, and shall post one copy [[on the official bulletin board and]] on the County website.

5-103. Bills – Publication.

(a) **Notice to public.** It is the policy of the County Council that every effort be made to give timely notice to the public of any action pending before the Council.

(b) Generally.

(1) In accordance with the provisions of Article XI-A, § 3 of the State Constitution, the title or a summary of all proposed bills enacting local laws of the County shall be

published once a week for two successive weeks prior to enactment in at least one newspaper of general circulation in the County.

(2) The first publication shall appear at least 14 days prior to enactment.

(c) **Substantive amendment.** If amended as to substance, a bill, except an emergency bill or a bill that levies a tax or assessment to fund the annual budget and appropriation ordinance, may not be passed until:

(1) the bill is printed [[or reproduced]] as amended;

(2) a hearing is set on the amended bill; and

(3) the title or a summary of the proposed bill, as amended, is advertised the week preceding the legislative session that the proposed bill, as amended, will be considered.

(d) **Republication.** The title or a summary of a bill shall be republished under the provisions of subsection (b)(1), giving notice of the newly scheduled date, if:

(1) the public hearing on the bill is held open; or

(2) an amendment to the bill is reconsidered and the vote returns the bill to the form that was first published.

5-104. Bills – Consideration.

(a) **Readings.** There shall be a first reading and a final reading of each bill.

(b) **First reading.** On the first reading, a bill shall be read by number and title only when introduced.

(c) **Final reading.** On final reading a bill shall, at the request of a member of the County Council, be read once section by section for amendment before vote on final passage.

(d) **Amended bills.** If amended, a bill shall, at the request of a member, be read as amended before vote on final passage.

(e) **Form of amended bills.** Amendments to a bill shall be offered in printed[[, photocopied, or typewritten]] form.

(f) **Withdrawal.** A sponsor may withdraw a bill at any time before a final vote is taken unless the bill has been amended or another member objects.

(g) **Vote on final passage.** Vote on final passage shall be by roll call [[by yeas and nays]].

(h) **Enrolling.** After passage of a bill, the Administrative Officer shall promptly prepare an enrolled copy in printed [[or typewritten]] form. On enrolling, the Administrative

Officer may correct obvious errors in section references and numbers, references to existing law, capitalization, spelling, grammar, headings, and similar matters.

(i) **Certification.** The Administrative Officer shall certify the enrolled copy or a corrected copy as being the text as finally passed, and the certified copy shall be conclusive evidence of the bill as enacted.

(j) **Retention of certified copies.** Certified copies shall be maintained by the Administrative Officer in an official ELECTRONIC file of acts of the County Council.

5-106. Resolutions – Consideration.

(a) **Final adoption.** On call of resolutions for final adoption, each resolution eligible for adoption shall be called in numerical order. The resolution shall be read by number and short descriptive title only, provided that, at the request of a member of the County Council, it shall be read only once for amendment before vote on final adoption.

(b) **Amended resolutions.** Amendments to a resolution shall be offered in printed[[, photocopied, or typewritten]] form. A resolution may be amended and adopted at the same meeting.

(c) **Withdrawal.** A sponsor may withdraw a resolution at any time before a final vote is taken unless the resolution has been amended or another member objects.

(d) **Vote; enrolled copies.** Vote on final adoption shall be on roll call [[by yeas and nays]]. An enrolled copy shall be prepared after final adoption in a manner similar to that provided for bills under Rule 5-104.

(e) **Time limit for consideration.** [[A resolution other than one of appointment, sympathy, congratulations, or a similar subject may not be considered or acted on less than seven days after its date of introduction, except by suspension of these Rules.]] EXCEPT AS PROVIDED IN PARAGRAPH (2), OR BY SUSPENSION OF THE RULES, A RESOLUTION MAY NOT BE CONSIDERED OR ACTED ON LESS THAN SEVEN DAYS AFTER ITS DATE OF INTRODUCTION.

(1) THIS PARAGRAPH DOES NOT APPLY TO A RESOLUTION APPOINTING A DEPARTMENT HEAD.

(2) A RESOLUTION OF APPOINTMENT, SYMPATHY, CONGRATULATIONS, OR SIMILAR SUBJECT IS NOT SUBJECT TO PARAGRAPH (1).

(f) **Time limit for resolutions not adopted.** A resolution that has not been adopted within 95 days after its introduction shall have failed.

TITLE 6. MOTIONS

6-104. Preliminary motions.

(a) **Generally.** A motion may be entertained on the conclusion of the announcement of items not appearing on the written agenda that the reading of a short description of approximately five lines of a bill, resolution, amendment to a bill or resolution, or minutes

1 shall constitute the reading of the whole of the bill, resolution, amendment to a bill or
2 resolution, or minutes appearing on the agenda of that day.

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4 (b) **Adoption.** ~~[[Four]]~~AN affirmative vote~~[[s]]~~ BY A MAJORITY OF THOSE PRESENT are
5 necessary to adopt the motion.

6

7 (c) **Amendments.** Adoption of the motion does not prevent amendments being
8 entertained.