

**BYLAWS  
REGION FORWARD COALITION  
ADOPTED January 12, 2011**

**ARTICLE I – NAME**

The name of this Committee is the REGION FORWARD COALITION (the Coalition) of the Metropolitan Washington Council of Governments (COG).

**ARTICLE II – AUTHORITY**

A. **Source:** The authority of the Coalition is derived from the COG Bylaws and Rules of Procedure, which authorize the COG Board of Directors (Board) to establish such Committees as it deems necessary to exercise its responsibilities. Specific authority was delegated in a Charter Resolution of the COG Board (R9-2011), January 12, 2011, when it created the Coalition.

B. **Principal Policy Adviser;** The Coalition is the principal policy adviser to the Board on comprehensive long-range regional planning and implementation activities, and the Coalition shall submit to the Board for its review and approval all major policies, plans, agreements, and programs within its jurisdiction. This Coalition will replace the Metropolitan Development Policy Committee.

**ARTICLE III – PURPOSE AND MISSION**

A. **Overall:** The Coalition's purpose and mission shall be to develop and maintain, in accordance with Article II, all policies, plans, agreements, and programs, other than those specifically assigned to other units within COG, concerning comprehensive long-range regional planning and implementation.

B. **Subject Areas:** The Coalition's subject areas of responsibility shall include all elements of the *Region Forward* report and work program, outreach and associated goals and targets.

1. The Coalition shall oversee annual work programs and budgets for these program areas.
2. The Coalition shall be responsible for developing and presenting to the COG Board regular comments on the Cooperative Forecasts, performance monitoring reports, regional visioning work, policy statements, recommendations, and proposals relevant to its purpose and mission.
3. The Coalition shall facilitate implementation of *Region Forward: A Comprehensive Guide to Regional Planning and Measuring Progress in the 21<sup>st</sup> Century* and shall, from time to time, advise the Board on the success of the Report's goals and targets and the need for modification, if any.
4. The Coalition shall at all times strive to ensure a balanced work program that includes all of the diverse issues under its authority and maintains the focus of its mission.

**ARTICLE IV -- MEMBERSHIP**

A. **Voting Members:** The Coalition shall be composed of the following voting members and member category (category):

1. An elected official serving on each the legislative bodies of COG participating Jurisdictions;
2. A representative of the Executive Branch of the District of Columbia, and the Counties of Montgomery and Prince George's;

3. State government representatives (one each) from Maryland and Virginia.
4. Three (3) senior or executive representatives of the Federal Government to include the National Capital Planning Commission, the Department of Defense, the General Services Administration.
5. A representative of the Transportation Planning Board Technical Committee, the Planning Directors Technical Advisory Committee, the Water Resources Committee, the Climate, Energy or Air Technical Committee, Housing Directors Advisory Committee, Emergency Managers, and Health Officers designated by these committees
6. Up to 15 stakeholder representatives drawn from business organizations, nonprofit groups, philanthropic organizations, and advocacy and community-based representatives. Stakeholders shall be identified to insure broad-based participation that supports the mission of the Coalition.
7. Six (6) at-large representatives may be appointed to represent duplicate or unforeseen interests of importance to Region Forward implementation.

**B. Executive Committee:** The Executive Committee will work with the Coalition's Chair and Vice Chairs to set the agenda for the overall Coalition. The Executive Committee will include the Coalition's Chair, two (2) Vice Chairs, one representative of member category 4 and 5) and two (2) representatives from member categories 6 or 7.

**C. Designation of Members:** Members of member categories 1 and 2 are to be appointed annually by the government agency they represent. Members of category 3 are appointed biannually by the Governor or his designee. Members of member category 4 are appointed biannually by the Coalition Chair. Members of member category 5 are designated annually by the technical committee. Members of member categories 6 and 7 are appointed biannually by the members of categories 1 and 2 in consultation with COG's Executive Director.

**D. Alternates to Voting Members:** Members of member categories 1, 2, 3, 4, and 5 may have alternates also appointed by the governmental unit, agency, organization and/or committee they represent. The Coalition Chair may designate alternates to members of categories 6 and 7, with the concurrence of members in those respective categories as decided by a majority vote. Except for elected executives, alternates to local elected officials to the degree practicable should be other elected officials.

## **ARTICLE V – OFFICERS**

### **A. Selection:**

**1. Chair and Vice Chairs:** The Chair and two Vice-Chairs of the Coalition shall be appointed annually by the COG Board Chair, giving reasonable deference to representation among the District of Columbia, Maryland, Virginia, and other stakeholders. The Vice Chairs shall represent different stakeholder groups or elected officials from a different state from that of the Chair.

**2. Other Officers:** The Coalition may select other officers for duties and functions not inconsistent with this resolution.

**3. Reappointment:** Officers shall be eligible for reappointment.

**B. Vacancy:** If a vacancy occurs in the office of Chair or Vice Chair, his or her successor shall be appointed by the Chair of the COG Board.

**C. Duties:** The Coalition Chair shall preside at all meetings and shall perform such other duties that the Bylaws or the Coalition from time to time shall assign. One of the Vice Chairs shall act to discharge the duties of the Chair, in the absence of or inability of the Chair to act.

**D. Participation:** Officers shall attend a minimum of three (3) meetings each calendar year. Should a Chair or Vice Chair fail to attend the required number of meetings, the Coalition may seek their removal from office.

**E. Removal:** Removal of a Chair or Vice Chair shall be pursuant to the following procedures:

1) with the approval of the majority of those voting members of the Coalition present and voting, a proposal to remove a Chair or Vice Chair shall be recorded in the minutes;

2) a special written notice setting forth such proposal shall be provided to every member of the Coalition at least 10 days before the next regular meeting;

3) the proposal to remove a Chair or Vice Chair shall be acted upon at the next regular meeting following the meeting at which it was proposed;

4) a majority vote of the voting members of the Coalition shall be required for a recommendation to the COG Board Chair for the removal of the Coalition Chair or Vice Chair and his or her replacement by the COG Board Chair.

## **ARTICLE VI – QUORUM AND VOTING**

**A. Quorum:** One third of the voting members or their alternates shall constitute a quorum of the Coalition.

**B. Voting:** When a quorum of the Coalition is present at any meeting, the vote of the majority of the Coalition members (or their officially designated alternates) present and voting shall decide any question brought before the Coalition.

However, two-thirds of local government officials present and voting must affirmatively support any matter concerning work program, Bylaw amendment, advocacy statement, or recommendation to the COG Board of Directors.

## **ARTICLE VII -- SUPPORT**

**Teams:** The Coalition may have standing Teams (subcommittees) to assist in the development of regional policies, plans, agreements, and programs. Teams shall be deemed subordinate to the Coalition and may invite representation from governmental units or regional stakeholders relevant to their charge or functional interests. With the approval of the COG Board, the Coalition may establish such Teams as it deems necessary to carry out its business, consistent with the goals and resources specified in the COG annual budget. Members of such Teams shall generally consist of agency staff or other key regional stakeholders and shall be appointed by the governmental units, Coalition and/or other interests invited to participate. The Chair of each Subcommittee shall be appointed by the Coalition Chair.

## **ARTICLE VIII -- AMENDMENT**

These Bylaws may be amended pursuant to the following procedures:

a) with the approval of the majority of those voting members of the Coalition present and voting, a proposal to amend the Bylaws introduced at any regular meeting of the Coalition, shall be recorded in the minutes;

b) a special written notice setting forth such proposal shall be mailed to every member of the Coalition at least 10 days before the next regular meeting;

c) the amendment shall be acted upon at the next regular meeting following the meeting at which it was proposed;

d) should the amendment receive a majority vote of the voting members of the Coalition, it shall be referred to the COG Board for consideration;

e) if approved by the COG Board, the amendment shall be immediately effective.

#### **ARTICLE IX – MEETINGS; PROCEDURE**

**A. Meetings:** The Coalition shall meet at a frequency necessary for the conduct of its business, generally on the second Wednesday of the months of June, July, September, October, November, January, February, April, March, and May, or at other times as the Coalition may determine.

**B. Procedure:** Except as provided otherwise by these Bylaws, the COG Board Rules of Procedure, such other standing rules as the Coalition may determine, and *Roberts Rules of Order, Revised*, shall be the parliamentary authority for the conduct of meetings of the Coalition. Meetings shall be open, except upon order of the Chair or by majority vote of members present.

**C. Minutes or Summaries:** COG staff shall prepare draft meeting summaries for adoption by the Coalition at the next available meeting time subsequent to the meeting for which the summary was prepared. The Coalition shall review and revise the meeting summaries as necessary so that, upon adoption, they shall constitute the official Coalition record of actions and other deliberations.