



*Local governments working together for a better metropolitan region*

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**Memorandum**

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Bowie  
College Park  
Frederick County  
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Greenbelt  
Montgomery County  
Prince George's County  
Rockville  
Takoma Park  
Alexandria  
Arlington County  
Fairfax  
Fairfax County  
Falls Church  
Loudoun County  
Manassas  
Manassas Park  
Prince William County*

**Date:** Sept. 6, 2005  
**To:** Chesapeake Bay Policy Committee  
**From:** John R. Lovell, Chair  
**Subject:** Proposal to Amend the Committee's Bylaws

This memo constitutes written notice of intent to amend the bylaws of the Chesapeake Bay Policy Committee of the Metropolitan Washington Council of Governments.

At its meeting of July 13, 2005, the committee members present, acting as a committee of the whole, took preliminary action to approve the attached bylaws changes. (A table summarizing these changes appears on page 2 of this memo.) Pursuant to the existing procedure for amending the bylaws, the committee voted to distribute the revised bylaws to the full membership of the committee and to conduct a vote on approval at the Sept. 16, 2005, meeting of the committee. A simple majority vote of those present will constitute approval or disapproval, providing a quorum is present. (A quorum shall consist of at least three members from the committee's Maryland representatives, three members from its Virginia representatives and one member from the District of Columbia.)

Action on the bylaws was prompted by COG Board Resolution R17-05, which directed that the committee assume responsibility for approving the work program and budget of COG's Regional Water Fund and accept additional members from water and wastewater utilities in the region that contribute to this fund. The attached proposal brings the bylaws into conformance with the Board's directives and makes several other changes. It also clarifies that the bylaws of the committee can only be changed by the Board itself.

Therefore, action to approve the amended bylaws, if taken by the committee on Sept. 16, will constitute a recommendation to the Board. Such bylaws amendments would then be forwarded to the COG Board for action at its October meeting.

Att. Proposed new version of bylaws  
Amended version of previous bylaws

#### Section 1:00 – NAME

- Changes name from “Chesapeake Bay Policy Committee” to “Chesapeake Bay and Water Resources Policy Committee,” reflecting a broadening of the committee’s mission to include regional water resource policy in addition to Chesapeake Bay policy.

#### Section 2:00 – AUTHORITY

- Notes COG Board resolutions from which authority derives.
- Adds “Potomac River” to set of issues to be addressed by the committee and makes several other clarifications.
- Adds annual review and approval of COG’s Regional Water fund to committee’s scope.

#### Section 3:00 – PURPOSE AND MISSION

- Adds “Potomac River” to set of issues to be addressed by the committee and makes several other clarifications.

#### Section 4:00 – MEMBERSHIP AND TERMS

- Clarifies that a “designated senior manager” should be appointed to the committee if the elected executive in the three COG jurisdictions with executive appointment status declines to serve.
- Extends committee membership to general managers or designated senior managers of water or wastewater utilities in the region that contribute to COG’s Regional Water fund.

#### Section 5:00 – OFFICERS

- Clarifies that the presiding officer shall be an elected official.

#### Section 6:00 – DUTIES OF OFFICERS

- Deletes sections dealing with removal of officers.

#### Section 7:00 – QUORUM AND VOTING PROCEDURES

- Leaves overall quorum total at seven, but establishes requirement for three members (rather than two) each of that quorum to come from Maryland and Virginia, respectively.
- Notes that utility members can count toward the quorum total needed for members from Maryland, Virginia and the District of Columbia, respectively. Notes that a particular utility’s primary place of business or primary service area shall constitute its state location.

#### Section 8:00 – COMMITTEES

- Changes the committee’s principal technical adviser from the Environment and Public Works Directors Committee to the Water Resources Technical Committee.

#### Section 9:00 – AMENDMENT TO THE BYLAWS

- Clarifies that the bylaws are based upon Board policy and can only be changed by Board action.
- Notes that any recommendation to amend the bylaws approved by the committee must be submitted to the COG Board for final action.

#### Section 10:00 – RULES OF PROCEDURE

- Notes that the COG Board Rules of Procedure is the foremost authority for conducting committee business and makes several other clarifications.
- Notes that either committee resolution or Chair action shall determine the schedule of meetings.

#### Section 11:00 – BUDGET PROCESS (new)

- Adds new section noting committee responsibility for annual review and approval of COG’s Regional Water fund.