



Proposed Rules of Procedure

Board of Directors
Of the
Metropolitan Washington
Council of Governments

**As Referred by the Board of Directors
Sitting as Committee of the Whole
October 8, 2003**

With Proposed changes 2007 (Tracked)

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METROPOLITAN COUNCIL OF GOVERNMENTS
777 North Capitol St, NE
Washington, D.C. 20006

1.00 ORDER OF BUSINESS

1.01 Order of Agenda

2.00 PARLIAMENTARY PROCEDURE - MOTIONS, VOTING, ETC.

- 2.01 Obtaining the Floor
- 2.02 Limitations on Debate
- 2.03 Personal Privilege
- 2.04 Points of Order
- 2.05 Appeal
- 2.06 Recognition of Non-Members
- 2.07 Withdrawal of Modification of Motions
- 2.08 Form of Vote
- 2.09 Voting
- 2.10 Demand for Roll Call Vote
- 2.11 Calling the Roll
- 2.12 Records of Votes
- 2.13 Weighted Votes
- 2.14 Proxy Voting Prohibited
- 2.15 Reconsideration
- 2.16 Absence of Chair
- 2.17 Parliamentary Authority
- 2.18 Suspension of Rules
- 2.19 Amendment of Rules

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3.00 AGENDA AND MATERIALS

- 3.01 Developing the Agenda
- 3.02 Availability to Public
- 3.03 Time of Distribution
- 3.04 Agenda and Related Materials

4.00 MEETINGS, OFFICIAL RECORDS AND ACCESS TO INFORMATION

4.01 Definitions

- a) Meeting
- b) Official Records
- c) Internal Work Product
- d) Confidential Data

- 4.02 Access to Official Records
- 4.03 Records Withheld from Public Disclosure
- 4.04 Segregable Portions of Official Records
- 4.05 Procedure for Handling Official Records
- 4.06 Meetings Open to Public
- 4.07 Executive Sessions or Closed Meetings
- 4.08 Vote on Closed Meetings
- 4.09 Laws/Regulations Governing Closed Meetings
- 4.10 Confidential Data
- 4.11 Destruction of Confidential Data
- 4.12 Certification of Destruction
- 4.13 Procedures for Handling Confidential Data
- 4.14 Security Officer Responsibility
- 4.15 Employee Responsibility
- 4.16 Release of Confidential Data to Public
- 4.17 Written Authorization From Data Contributor
- 4.18 Data Received From Other Sources
- 4.19 Release to Public Agencies
- 4.20 Confidentiality Policy for Consultants
- 4.21 Policy for Data Storage/Processing Firms
- 4.22 Search and Duplication Fees
- 4.23 Fees for Other Services
- 4.24 Advance Deposits
- 4.25 Fees for Search When Unable to Locate Data
- 4.26 Fees Paid in Full Prior to Receiving Data
- 4.27 Form of Remittance
- 4.28 Receipt for Fees Paid
- 4.29 Waiver of Fees by Director of Administration

5.00 COMMITTEES

- 5.01 Selection of Members and Chair
- 5.02 Chair as Ex-Officio Member
- 5.03 Vacancies in Membership or Chairship
- 5.04 Distribution of Responsibility
- 5.05 Participation of Board Member
- 5.06 Rules of Committees
- 5.07 Board's Responsibility to Committees

6.00 PUBLIC HEARINGS

- 6.01 Determination to Hold Hearings
- 6.02 Hearing Notice
- 6.03 Location and Time
- 6.04 Availability of Documents to Public
- 6.05 Scheduling of Witnesses
- 6.06 Records

7.00 NEWS MEDIA PARTICIPATION

8.00 CONSENT AGENDA

- 8.01 Types of Items
- 8.02 Format
- 8.03 Prerogative of Board Members
- 8.04 Removal of Items

9.00 RULES OF DECORUM

- 9.01 Decorum of Members of the Public

1.00 ORDER OF BUSINESS

1.01 After reading and approval of the minutes, the order of business shall be as follows:

- a) Presentation and disposition of petitions, proclamations, certificates of commendation, and other papers
- b) Amendments to the agenda
- c) Consent agenda

The order of business may be changed at any time by the vote of a majority of the members present, or by the Chair, unless a majority of the members present object.

- d) Consideration of remaining business in order set forth in meeting notice and agenda, as amended, if appropriate.

2.00 PARLIAMENTARY PROCEDURE

These procedures apply to meetings of the COG Board of Directors. They also apply, unless modified by majority vote, to all formal meetings of committees created by the Board of Directors and acting under the authority of the Council of Governments.

2.01 Obtaining the Floor

A member wishing to speak, give notice, make a motion, submit a report or for any other purpose, shall address and be recognized by the Chair before addressing the Board. No member may speak more than once on any subject until every member desiring to be heard on the subject has been allowed to speak, except that after a motion has been seconded, the maker of the motion shall be offered the floor.

2.02 Limitations on Debate

Unless otherwise provided for in these Rules, debate may be limited by a motion (1) to limit debate to a time certain or (2) to terminate debate by a motion to move the previous question. Neither motion is debatable. In the former case the Chair shall fairly apportion the designated time between proponents and opponents of the question.

Deleted: made, seconded and carried by a majority of the members present and voting. Following approval of this motion, each member is entitled to a maximum of 5 minutes for debate, and may yield any part of this time to another member.

2.03 Personal Privilege

Any member, as a matter of personal privilege, may speak for a period not longer than 5 minutes concerning matters which may affect the Board collectively, its rights, its dignity and the integrity of its proceedings, or the rights, reputation and conduct of its individual members in their representative capacities only. Personal privilege statements must still follow the basic courtesies and decorum required of public officials and a public meeting.

2.04 Points of Order

Any member may make a point of order. Points of order are debatable only at the discretion of the Chair. If the Chair permits debate, he/she has authority to limit it. Points of order include: (1) alleged violations of parliamentary rules; (2) agenda; and (3) orders of the day.

2.05 Appeal

An appeal may be taken from any decision of the Chair. A member must state his or her reasons for appealing a decision, to which the Chair may respond. Appeals must be acted upon immediately. Only the member appealing a decision, the Chair, and the parliamentarian may address the issue; otherwise the appeal is non-debatable. An affirmative vote of a majority of the members present and voting is required to sustain the Chair.

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2.06 Recognition of Non-Members

The Chair may recognize members of the public where the participation of such persons would, in the judgment of the Chair, enhance the understanding of the matter under consideration by the Board. Recognition of non-Board members during meetings shall be limited to extraordinary circumstances and should not be a matter of general practice.

2.07 Withdrawal or Modification of Motions

Any motion may be withdrawn or modified by the mover at any time before it has been amended or voted on.

2.08 Form of Vote

Voting shall be in the form of “YES”, “NO”, and “PRESENT”. A vote of “PRESENT” shall be deemed the equivalent of an abstention or a non-vote.

2.09 Voting

Votes on all questions shall be by voice, with the results determined by the Chair. A member's vote upon any matter shall be recorded upon request. On any question, the Chair or any voting member may request a show of hands.

2.10 Demand for Roll Call Vote

Any member, in advance of a vote or promptly thereafter, may demand a roll call vote.

2.11 Calling the Roll

When a roll call vote is demanded, the Clerk of the Board shall call the roll of the members in alphabetical order commencing with the maker of the motion.

2.12 Record Votes

When a roll call vote is demanded, the Secretary of the Board will record the names of those voting “YES” “NO”. Members will be recorded as absent if they are not in the chambers when a vote is taken. Voting records are official records of the Board.

2.13 Weighted Votes

At the request of a majority of the members present representing any two participating governments, any question shall be determined by the majority of the aggregate votes of each participating government on a weighted basis as provided in the Bylaws.

2.14 Proxy Voting Prohibited

No proxy shall be permitted either for the purpose of voting or for the purpose of obtaining a quorum.

2.15.4 Reconsideration

- a) Any member recorded as having voted with the prevailing side on a question may move to reconsider the question at any time except as limited by this section. A resolution may only be reconsidered during the meeting at which it was adopted or at the next regular meeting.

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- b) For the purpose of this rule, any member who was present and voting on a question decided by a voice vote will be considered as having voted with the prevailing side on the question unless the member had asked to be recorded as voting against the prevailing side or “PRESENT”.
- c) A motion to reconsider requires the approval of a majority of the members present and voting.
- d) When a motion to reconsider a vote is defeated, it cannot be repeated.
- e) A motion to reconsider is not required to consider amendments to move to strike or to accept amendments accepted or rejected on a previous reading of a bill.
- f) Votes to approve or amend these Rules may not be reconsidered pursuant to this section.

2.16. Absence of Chair

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In the absence of the Chair, the Vice Chair, senior in election, shall preside. In the absence of the Chair and Vice Chair, the Board members present shall elect a Chair Pro Tempore. The Vice Chair or Chair Pro Tempore, while acting as Chair, shall have all the authority and voting rights thereof. If, after a meeting has commenced, it is necessary for the Chair and the Vice Chair to be absent from time to time, the Presiding Officer may designate a Member to preside temporarily at the meeting.

2.17. Parliamentary Authority

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Matters not covered by these Rules will be governed by Robert's Rules of Order. It is the duty of the Chair to interpret the Rules. Matters not covered by Robert's Rules of Order will be determined by the Chair subject to the right of any member to appeal the ruling of the Chair. The Chair of the COG Board, or any derivative committee, or any member thereof may seek assistance from the General Counsel, as Parliamentarian, in interpreting these Rules or Roberts Rules of Order.

2.18. Suspension of Rules

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Except for rules regarding notice, quorum, or amendment of these Rules and any requirement of the Bylaws, any Rule governing procedures of the Board may be suspended during the consideration of a specified matter by motion to suspend the Rules approved by 2/3 of the members present and voting.

2.19. Amendment of Rules

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- a) These Rules may be amended by a vote of a majority of the Board.
- b) An amendment must be proposed in writing, signed by the proposer, circulated to all members, at least 7 days prior to consideration of the amendment.

3.00 AGENDA AND MATERIALS

3.01 Developing the Agenda

The Executive Director, at least 10 (ten) days before the meeting, shall prepare a list of proposed agenda items for the consideration of the Chair and the Vice Chairs. The agenda of every regular Board meeting is approved by the Chair.

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3.02 Availability to Public

Agendas of upcoming Board meetings shall be made available for public review in the COG offices and on the COG website no later than Monday, the week of the Board meeting.

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3.03 Time of Distribution

Agenda materials shall be mailed or delivered by hand or electronically to the Board members no later than seven days before a regular Board meeting. All additional materials are to be distributed to the Board prior to the meeting. The Board may defer any item for which all relevant information has not been prepared in the above-referenced manner.

3.04 Agenda and Related Materials

All written materials related to agenda items which are received at the COG office by 5:00 P.M. on the day preceding a regular Board meeting will be distributed to Board members prior to the meeting. All correspondence received by the Board is public and made part of the record of the meeting. For distribution to Board members, the Board requests that 35 (thirty) copies be provided.

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3.05 Policy Reports

TPB, MWAQC, and the Policy Committees will are encouraged to make periodic reports to the COG Board, TPB and MWAQC at least semi-annually and policy committees at least annually. These presentations and reports will describe the work performed by the committee, its future workplans and how its efforts impact and are integrated with other efforts of the region.

4.00 MEETING AND ACCESS TO INFORMATION

4.01 Definitions

- a) “Meeting” means the assemblage, as a body or entity, of the constituent membership, with or without minutes being taken, whether or not votes are cast, of the General Membership, Board of Directors, any policy, or *ad hoc* committee of the Metropolitan Washington Council of Governments. Executive meeting or closed meeting is a meeting from which the public is excluded. Open meeting or public meeting is a meeting at which the public may be present.
- b) “Official Records” means the minutes or summaries of any open and public meeting, the documents submitted for inclusion with the minutes, the reports of studies paid for with COG or public funds, except unpublished information and information deemed internal work product or confidential data.
- c) “Internal Work Product” means the documents, memoranda, data, maps, figures, projections, inter-departmental communications or other sources of information required for intelligent and informed internal discussions and which have been developed by and intended to be used by COG’s staff, consultants or technical committees.
- d) “Confidential Data” means information or data in COG’s possession which can identify a particular person, private organization, or business or which could reveal a trade secret, process, operation, or style of work of a contractor, in which the contractor has a proprietary interest. It includes data about an employee that is maintained and controlled by COG, including, but not limited to, education, financial transactions, medical history and that contains a name or identifying number or symbol.

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4.02 Access to Official Records

Except as provided in Section 4.05, it is COG policy that all official records shall be open to inspection and copying by any person during the regular business hours of the custodian of such records. Reasonable fees may be charged for the search for such records and use of copying facilities (see Sec. 4.22).

4.03 Records Withheld from Public Disclosure

The following records may be withheld from public disclosure:

- a) Records specifically exempted from disclosure by law;
- b) Confidential data as defined in Sec. 4.01, release of which would result in a clearly unwarranted invasion of personal or business privacy, except that access shall not be denied to the person who is the subject thereof;

- c) Records of commercial or financial information contained from a person under an agreement of confidentiality;
- d) Records of internal communications (internal work product) which would not be available by law to a party other than a party in litigation with COG;
- e) Reports and memoranda of consultants or independent contractors, except to the extent they would be required to be disclosed if prepared by COG.

4.04 Segregable Portions of Official Records

Any reasonably segregable portion of an official record shall be provided to any person requesting such record after deletion of the portions which are exempt under this section.

4.05 Procedure For Handling Official Records

The following procedure shall guide the day-to-day handling of requests for official records. Revisions in or deviations from these procedures may be made by a Department or Office Director for a given situation subject to the approval of the Executive Director.

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- a) Requests from the general public for official records shall be filed, in writing, with the Office of Public Affairs of COG and shall Office of Public Affairs shall forward requests to the appropriate department or office for response if the information is not available in the Office of Public Affairs.
- b) The appropriate COG employees shall locate the records requested as promptly as possible and forward to OPA. If the information sought is exempt, is not in existence, is located outside of COG, or is not available, the person making the request shall be notified of this fact, in writing, by the OPA, on the recommendation of the COG Department or Office responsible for such information, as promptly as possible.
- c) If the information is located, the information sought shall then be given or mailed to the person making the request. Copying facilities shall be available, at a reasonable cost, if it is necessary for the requester to duplicate the requested information at the COG offices.
- d) If the information sought and located is deemed internal work product or confidential and nondisclosable and is designated as such by the Department or Office Director, the request for disclosure shall be denied. The reasons for the denial of the request shall be stated in writing. When a request is denied, it shall become incumbent upon the Department or Office Director to explore alternative or substitute forms for the distribution or access to the essential facts contained in the designated information.

- e) The person making the request may appeal the determination that the material sought is internal work product or confidential by submitting a written request for the designated information to the Executive Director.
- f) The Executive Director shall have the decision on the release of confidential or internal work products which have not been submitted, discussed, or considered by a COG committee. The person making the request shall be notified of the decision, in writing, as promptly as possible.
- g) If the internal work product has been submitted to, discussed, or considered by a committee, the committee members at the next regular meeting may, by a majority vote, eliminate the designation of the information as internal work product and the information shall then be available for public disclosure through the aforementioned process. A reference to the existence of the internal work product in the minutes of a committee meeting shall not suffice to satisfy the requirement that the committee has submitted, discussed, or considered the information sought, or not made any determination on whether or not it is an internal work product.
- h) Requests to listen to or re-record the tape of any meeting recorded at COG shall follow the above procedures. Tapes may not be removed from the COG offices. Time will be provided for listening to or recording the tapes at COG.
- i) Any inconsistency between these procedures and the procedures outlined in a controlling federal or state statute or regulation for a given situation shall be resolved in favor of the latter.

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4.06 Meetings Open to Public

Except as provided in Section 4.07, all meetings of the COG Board or its policy committees shall be public meetings. Information as to the time, location, and agenda of each meeting shall be furnished upon request. Where federal law or regulation calls for a public hearing or meeting, notice of such hearing or meeting shall be published as required by the specific federal law or regulation. Additionally, notice of the meeting shall be placed on the COG website. A mailing list may be kept to provide notice to those persons who have requested that their names or organizations be placed upon such a list.

4.07 Executive Sessions or Closed Meetings

Executive or closed meetings of the COG Board or its policy committees may be held only for the following purposes:

- a) Discussion or consideration of personnel matters such as: employment,

assignment, appointment, promotion, demotion, disciplinary action, or salaries of employees within COG.

- b) Discussion or consideration of the condition, acquisition, or disposition of property in which COG has or may have an interest.
- c) Consultation with legal counsel and briefings by staff members, consultants, or attorneys pertaining to pending litigation or other legal matters.
- d) Work sessions of the Board of Directors or its policy committees

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Meetings of technical committees are presumed not to be public meetings. However, by decision of its Chair or by majority vote of its members, any meeting or part thereof may be opened to the public.

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4.08 Vote on Closed Meetings

No meeting of the COG Board or its policy committees shall become an executive or closed meeting unless there shall have been recorded an affirmative vote to that effect by the body holding such a meeting. The record of the vote should identify which of the purposes in Sec. 4.07 was the basis for closing the meeting.

4.09 Laws/Regulations Governing Closed Meetings

Where federal or state laws or regulations are found applicable to the manner in which a particular matter or meeting shall be conducted, they shall take precedence over the aforementioned policy.

4.10 Confidential Data

It is the policy of COG to obtain confidential data only when necessary to fulfill its information-gathering and data collection responsibilities and to minimize risk of disclosure to the greatest extent possible. Whenever feasible and the requirements of a project allow, the names of respondents and survey participants shall not be accepted, recorded or retained. It shall be the usual procedure that data will not be released with categories of less than 3 (three) observations or one observation representing 80 percent or more of the category total. However, with some data, this is an unnecessary precaution and the Director of Administration may authorize release of data with a lesser number. Nothing in this section shall prevent the Director of Administration from setting a higher minimum when necessary.

4.11 Destruction of Confidential Data

Unless the data-contributing agency, organization or individual requests that the data be returned, all confidential data will be destroyed as it is no longer needed, according to procedures established by the Project Security Officer (Sec. 4.14).

4.12 Certification of Destruction

Every agency, organization, or individual contributing data is entitled, upon request, to a written certification that the confidential information that they supplied was destroyed after use.

4.13 Procedures for Handling Confidential Data

The following procedures guide the day-to-day handling of confidential data at COG. Revisions or deviations in these procedures may be made by the Executive Director upon the recommendation of a Security Officer, Project Manager or Department Head.

4.14 Security Officer Responsibility

For each project at COG which involves confidential data, the Executive Director shall designate a Security Officer who will be responsible for obtaining compliance with the policies and procedures of COG on confidentiality of data. The Executive Director or his designated representative will perform unannounced audits to check compliance with the policies and procedures and will render reports of the same to the Project Director, Project Security Officer and Executive Director.

The duties of the Security Officer shall be to:

- a) Inventory data as received and update the inventory of all confidential data indicating new data received and data which has been destroyed or otherwise disposed of. A copy of the inventory shall be transmitted quarterly to the Executive Director;
- b) Designate members of the staff who are to have access to the data, have them execute a confidentiality agreement, and transmit a list with the names of such employees along with the completed agreements, to the Executive Director;
- c) Develop procedures and maintain a secured area and such equipment as is needed to process and maintain all confidential data stored. Only the Security Officer and Executive Director shall have keys to such areas or equipment. Only employees who have signed the Confidentiality Agreement (see Sec. 4.15) and who are authorized by the Security Officer or Manager of Data Processing shall have access to a secured area and confidential data;

- d) Maintain a log (names, data, purpose) for all material removed from the secured area by authorized personnel and require that such materials be placed in a secured area during lunch hour or at any other time the person is away from his/her work area;
- e) Have all forms, records, tapes and other materials which are classified as confidential, so identified and marked accordingly to the extent feasible;
- f) Establish and oversee procedures for the destruction of data; and
- g) Issue, upon request, certificates guaranteeing that confidential information has been destroyed.

4.15 Employee Responsibility

Employees are responsible for the proper handling of COG confidential data in their use or possession. This includes taking personal responsibility for seeing that the data is not left unattended or where unauthorized persons may have access to it. Employees and applicants for employment, who have or will have access to, work with, or in any way be responsible for confidential data are required to sign a confidentiality agreement. This will constitute a condition of employment and failure to comply with the terms of the agreement will be grounds for dismissal.

4.16 Release of Confidential Data to Public

Confidential data shall not be released to the public except as provided in Sec. 4.10. To the extent that outside consulting and data processing firms must handle confidential data for COG, they will be required to conform strictly with the operational procedures set out for them in Sections 4.13 and 4.14.

4.17 Written Authorization from Data Contributor

Data which would otherwise be confidential and not released may be made public only with written authorization from the data contributor(s) that: a) they have the authority to and do authorize COG to make the information public; and b) they indemnify COG and release it from any damages which might result from use of such data if such permission was unauthorized.

4.18 Data Received from Other Sources

Confidential data received from public agencies or private organizations shall not be released to other agencies by COG without express written authorization from the data-contributing agencies or organizations.

4.19 Release to Public Agencies

Confidential data and analyses which are, or have become, the sole property of COG may be released to other public agencies by the Executive Director upon proper showing of need for the data, provided that the outside public agency agrees to follow all the procedures COG follows in using such data and to indemnify COG and release it from any damages which might result from the use of such data.

4.20 Confidentiality Policy for Consultants

Where appropriate, consultants and consulting firms working for COG will be required to sign an agreement not to disclose any confidential information. They will be required to use such data at the COG offices. If that is not possible, and the removal of confidential data from the COG offices is necessary, the individual or firm will be required to submit (prior to retention) a separate statement of the procedures that will be followed to assure the confidentiality of the data while in transit, when being used, and during hours of non-use. If the Project Director is not satisfied with the procedures proposed by the consultant, confidential information shall not be released and a contract will not be executed.

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4.21 Policy for Data Storage/Processing Firms

The policy for companies providing keypunching, tape storage, and other data processing services for COG is similar to that for consultants. A basic agreement will be required and also a separate statement detailing their procedures for handling confidential data after its removal from COG offices. The Project Director and Executive Director must be satisfied with the procedures before a purchase order or contract is executed.

4.22 Search and Duplication Fees

The Executive Director shall establish specific fees applicable to services rendered to carry out this policy and these fees will be explained prior to rendering any service.

4.23 Fees For Other Services

When no specific fee has been established for a service, for example, when the search involves computer time or special travel, transportation, or communications costs, the Department/Office Head shall recommend to the Executive Director the costs of the service and include such costs in the fees chargeable under this section.

4.24 Advance Deposits

Where it is anticipated that the fees chargeable under this section will amount to more than \$25, and the person making the request has not indicated in advance willingness to pay fees as high as are anticipated, the requester shall be promptly notified of the amount of the anticipated fee or such portion thereof as can readily be estimated. In appropriate cases an advance deposit may be required. A request will not be deemed to have been received until the person making the request has agreed to pay any necessary fees and has made an advance deposit if one is required.

4.25 Fee for Search When Unable to Locate Data

Search costs are due and payable even if the record which was requested cannot be located after all reasonable efforts have been made to locate such information.

4.26 Fees Paid in Full Prior to Receiving Data

Fees must be paid in full prior to issuance of requested copies.

4.27 Form of Remittance

Remittances shall be in the form either of a personal check or bank draft drawn on a bank in the United States, a postal money order or cash. Remittance shall be made payable to the order of the Metropolitan Washington Council of Governments and mailed or otherwise delivered to the Office of Public Affairs. COG will assume no responsibility for cash which is lost in the mail.

4.28 Receipt for Fees Paid

A receipt for fees paid will be given only upon request. Refund of fees paid for services actually rendered will not be made.

4.29 Waiver of Fees by Executive Director

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The Executive Director may waive all or part of any fee provided for in this section when the Director deems it to be in either COG's interest or in the general public's interest.

5.00 COMMITTEES

5.01 Selection of Committee Chairs

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At or near the beginning of the term of the Chair of the Board of Directors, she or he shall nominate the Chair and Vice-Chairs of each committee of the Board and policy committee. The Board shall act on the Chair's nominations before they take effect.

5.02 Chair as Ex-Officio Member

The Chair shall be an ex-officio, voting member of all committees and may be counted for purposes of a quorum, but shall not increase the quorum requirement for the committee.

5.03 Vacancies in Committee Chairs

Vacancies in the chair of a committee shall be filled by appointment by the Chair of the Board, unless otherwise provided by the committee's bylaws.

5.04 Distribution of Responsibility

The Chair and Board shall endeavor to distribute committee responsibility as evenly as possible among the members and in no event shall an individual member chair more than one standing committee.

5.05 Participation of Board Members

Any member of the Board may attend the meeting of any committee and may participate in committee discussions, but only committee members may make motions and cast votes.

5.06 Rules of Committees

- a) Each committee, except TPB and MWAQC, shall follow these Rules or shall adopt other written rules, not inconsistent with these Rules or other applicable law, governing its procedures. The committee rules, effective upon filing with the Clerk of the Board, shall incorporate the following principles:
 - 1) The scheduling of regular meeting days for conducting business;
 - 2) A procedure for rescheduling or canceling a regular meeting;
 - 3) A procedure for holding additional meetings to be called by the chair;
 - 4) A procedure for holding special meetings, which shall be called at the request of the committee chair or of a majority of the members of the committee;
 - 5) Procedures governing the chairing of a committee meeting in the absence of the chair;
 - 6) Procedures for keeping a complete record of all committee action, which shall include any roll call votes;

- 7) Procedures for making available for inspection by the public at reasonable times in the office either of the committee or of the Clerk to the Board, a description of each amendment, motion, Order, or other proposition on which a vote was taken;
- 8) A procedure for giving notice of hearings consistent with section 6.02;
- 9) Procedures setting a fixed number of members to constitute a quorum;
- 10) A requirement that if, at the time of approval of any measure by a committee, any member of the committee gives notice of intention to file supplemental, minority, or additional views, that member shall be entitled to not less than 5 (five) calendar days (not including Saturdays, Sundays, and legal holidays) in which to file such views; all views so filed shall be included in the report of the committee on the measure;
- 11) Any provision of these Rules that by its terms specifically applies to a committee shall be binding on each committee;

When these rules are used as committee rules, and unless the context dictates a different meaning, the term "Board" means "Committee"; the term "member" or "member of the Board" means "member of the committee" and the term "Chair" means "Chair of the Committee";

- 12) Committees may adopt additional rules. Committee rules adopted under this section shall be consistent with these Rules and other applicable law, and shall be filed with the Secretary to the Council.
- b) TPB and MWAQC are encouraged to adopt rules which are as similar as practicable to these Rules and to file written copies of their rules adopted with the Clerk to the Board.

5.07 Board's Responsibility to Committees

- a) The Board is responsible for matters pertaining to the annual budget, schedule of assessments, the adoption of all major policies and plans and initiation of action on matters not specifically assigned to other committees.
- b) The Chair of the Board is a member of all committees of the Board. The Chair may not withhold a measure duly reported and timely filed by a committee from the agenda of the Board, unless the Board votes to table the measure to a time certain.
- c) The following committees shall be deemed standing committees of the Board of Directors:

Executive Committee

The Executive Committee shall consist of the Chair and the two Vice-Chairs. It shall: (1) assist the Chair in agenda planning; and (2) act on behalf of the Board on time-sensitive business or policy issues. In the latter case, the Executive Committee will report any action taken hereunder to the Board at its next regular meeting; the Board may then ratify the action or take any other action it deems appropriate.

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- Deleted:** set goals for, review, and evaluate the performance of the Executive Director; (3) review all proposals for major changes in organization or compensation plans for employees; and (4) perform such other functions as may be delegated to it by the Board.

Finance Committee

The Finance Committee shall consist of the Chair, the Vice-Chairs, the Secretary/Treasurer, and the chairs of TPB and MWAQC. It shall: (1) review on an annual basis, the proposed work plan and budget, and make recommendations thereon to the Board; (2) advise the Board on methods to determine local government contributions to COG and long-term funding strategies for COG; and (3) advise the staff and Board, as necessary, on issues related to COG’s finances.

- Deleted:** all policy committees.
- Deleted:** (2) review overdue service contracts with participating governments and make recommendations thereon to the Board;
- Deleted:** 3
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- Deleted:** ; (5) serve as an Audit Committee and perform such other functions as may be determined by the COG Board
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Employee Compensation and Benefits Review Committee

The Chair shall annually appoint members of the Employee Compensation and Benefits Review Committee (ECBR). The ECBR shall periodically cause a review and analysis of salaries and benefits in the COG marketplace to ascertain appropriate levels of employee compensation and benefits to maintain COG’s competitiveness in recruitment for new employees and the retention of existing employees. The ECBR shall make recommendations to the Board concerning its findings thereunder. The COG marketplace includes (1) COG’s participating jurisdictions; (2) similar major regional counsels and metropolitan planning organizations throughout the country; and (3) comparable nonprofit associations in the Washington Metropolitan area. The ECBR shall also create and implement annual procedures for the Board’s review and evaluation of the Executive Director and shall annually make findings and recommendations thereon to the Board.

Audit Committee

The Audit Committee shall consist of three Board members who are not currently an officer of COG, an officer of the Board, or the Chair of a policy Committee, TPB or MWAQC, nor have been such within three years. The functions of the Audit Committee include: (1) overseeing periodic competitive processes for the selection of an outside auditor and recommendation of a selection to the Board; (2) receipt and review of the annual auditor’s report; and (3) recommendations, if any, to the Board based upon such review.

- (d) The Board shall create such permanent and *ad hoc* policy and technical committees as it shall from time to time deem appropriate, and shall concurrently with their creation, provide a mission statement and bylaws governing the activities of the committee created. Participating governments and adjunct participating governments may nominate elected officials to policy committees and elected officials or professional staff to technical committees. With the approval of the Committee chair, or as provided in its bylaws, professional staff may serve on policy committees.

6.00 PUBLIC HEARINGS

Public hearings provide individuals and organizations with a formal opportunity to be heard on a matter prior to decision-making. They will be held prior to adoption of formal policies or plans on which policies or plans and hearings, are required by federal or state law. The following procedures shall be followed by the Metropolitan Washington Council of Governments Board of Directors and its policy committees. These procedures do not apply to informal public meetings held to elicit the viewpoints of individuals and organizations in the process of formulating policies and programs.

6.01 Determination to Hold Hearings

Except when otherwise required by law or regulation, the decision to conduct a hearing shall be made by the Board of Directors. In making such determination, the amount of public interest shown in and pertinent information to be gained from a hearing shall be taken into consideration.

6.02 Hearing Notice

A notice of each hearing shall be published at least 14 (fourteen) days prior to the hearing in a newspaper of general circulation in the area affected by the hearing. The notice should be of display type and must state the date, time, place, subject of the hearing, any constraints on statements, telephone number and location at which to sign up to testify and to pick up available background material. Notice of the hearing will be placed on the COG website. In addition, notice will be mailed to all individuals and organizations on the mailing list of the Board or committees conducting the hearing.

6.03 Location and Time

In determining the locations and times for hearings, consideration shall be given to easing travel hardship and to facilitating attendance and testimony by a cross section of interested or affected persons and organizations. The location for each hearing shall be in at least one place in the District of Columbia, Northern Virginia and suburban Maryland. Accessibility of hearing sites by public transportation shall be considered.

6.04 Availability of Documents to Public

Reports, documents, and data to be discussed at the hearing shall be available to the public for not less than 10 (ten) days prior to the hearing.

6.05 Scheduling of Witnesses

Individuals may telephone, visit the COG office, or request in writing to be placed on the witness list. Witnesses shall be scheduled in advance when necessary to ensure maximum participation and appropriate allotment of time for testimony. The general time limit on presentation shall be five minutes for individuals and ten minutes for organizations. Governmental representatives who are to testify shall be placed at the beginning of the witness list.

A person who wishes to testify may sign up for himself/herself only and not for others, and only one representative per organization can testify. A request to change the sequence of speakers when the appropriate person's name is called may or may not be granted by the Chair.

Written testimony may be submitted in lieu of oral presentations and it shall be made part of the official record. The record may be held open for receipt of testimony at the discretion of the Board or policy committee conducting the hearing.

6.06 Records

A record of the public hearing in form of written transcript or electronic recording shall be available to the public at cost.

7.00 NEWS MEDIA PARTICIPATION

Reasonable seating facilities shall be provided for representatives of news media at all sessions and public meetings, and such representatives are encouraged to attend. Any meeting or legislative session may be briefly recessed for the purpose of picture taking or ceremonial activities. Time shall be provided at the conclusion of each Council session for questions by media representatives.

8.00 CONSENT AGENDA

Types of Items

The Consent Agenda shall contain items that require Board authorization but are not expected to require discussion. Such items shall include, but not be limited to the following: consultant and third party contracts in furtherance of previously

authorized programs by the Board; grant applications and contracts authorized in the Council's budget; routine written reports from policy committees and written status reports; and committee appointments made by the Chair.

8.02 Format

Items on the Consent Agenda shall be listed together under the title Consent Agenda on the monthly Board meeting agenda. All motions listed on the Consent Agenda will be approved as a result of a single motion to approve the Consent Agenda.

8.03 Prerogative of Board Members

Any Board member attending that meeting shall be entitled to have one or more items removed from the Consent Agenda by a request made to the Chair prior to the Board's taking action on the Consent Agenda. In such event, items removed from the Consent Agenda shall be considered after the last agenda item, but before any new items added to the agenda by amendments to the agenda, unless the Board determines by a majority vote to take up such items removed from the Consent Agenda in some other order.

8.04 Removal of Items

Items removed from the Consent Agenda at the request of a Board member shall be dealt with individually and shall follow the regular practice and procedures for discussion and action by the Board.

9.00 RULES OF DECORUM

9.01 Decorum of Members of the Public

The Chair shall maintain order in the Council Chamber. If the Chair determines that the removal of any person other than a member is necessary to maintain order, and after warning the person, he may order the removal of any disorderly person.