

BYLAWS OF THE  
CALVERT COUNTY ENVIRONMENTAL COMMISSION

**ARTICLE I  
AUTHORITY  
amended January 24, 2023**

By Resolution No. 16-18, adopted April 17, 2018, the Board of County Commissioners for Calvert County, Maryland, authorized the existence and defined the mission of the Calvert County Environmental Commission.

**ARTICLE II  
OFFICERS**

The officers of the Environmental Commission shall consist of an elected Chairperson and Vice-Chairperson, and an appointed Secretary.

A. Chairperson.

- 1) The Chairperson shall be elected annually at the first regular meeting of the calendar year for a one-year term.
- 2) The Chairperson is eligible for reelection subject to the condition that he/she shall serve not more than two (2) consecutive full or partial terms as a Chairperson.
- 3) The Chairperson shall preside at all meetings of the Environmental Commission, sign all appropriate documents and represent the Environmental Commission before legislative, administrative and regulatory bodies.
- 4) If there is a vacancy in the office of Chairperson at any time during the year, the Vice-Chairperson will become the Chairperson. At the next regular meeting there will be a special election for the next Vice-Chairperson.

B. Vice-Chairperson.

- 1) The Vice-Chairperson shall be elected annually at the first regular meeting of the calendar year for a one-year term.
- 2) The Vice-Chairperson is eligible for reelection subject to the condition that he/she shall serve not more than two (2) consecutive full or partial terms as a Vice-Chairperson.
- 3) The Vice-Chairperson shall, in the absence of the Chairperson, assume all duties of the Chairperson.
- 4) Should both the Chairperson and Vice-Chairperson be absent from a duly constituted regular or special meeting at which a quorum is present, the attending members shall choose from among their number a temporary Chairperson who shall be designated Chair Pro Temp.

C. Appointed Secretary.

- 1) The Secretary of the Environmental Commission shall be an employee of the Department of Planning & Zoning, as designated by the Director of the Department of Planning & Zoning from time to time.
- 2) The Secretary shall ensure that all official instruments of the Environmental Commission, proceedings of meetings and the minutes of meetings shall be properly prepared.
- 3) The Secretary shall, in consultation with the Chairperson, prepare the agenda for the meetings of the Environmental Commission.

- 4) The Secretary or the Chairperson shall sign all appropriate documents of the Commission and shall ensure the proper indexing of all Environmental Commission documents as public records.
- 5) In the event of the absence of the Secretary, the Director of the Department of Planning & Zoning shall designate an Acting Secretary.

### **ARTICLE III MEETINGS**

- A. The Environmental Commission should hold at least one regular meeting every month, and may schedule one or more special meetings.
- B. Regular meetings of the Environmental Commission shall be the last Monday of each month unless the last Monday falls on a holiday, in which case the meeting shall be scheduled a week earlier.
- C. Changes to regular meeting dates may be necessary; the place and time to be determined by the Chairperson and notification made to the membership at least ten days prior to said meeting.
- D. The Organizational Meeting of the Environmental Commission shall occur at the first meeting of the calendar year. At said Organizational Meeting, among other such items as be necessary to address, the Environmental Commission shall hold elections for Chairperson and Vice-Chairperson. Further, the meeting schedule for the year shall be approved at the Organizational Meeting, and posted on the Environmental Commission webpage.
- E. Special meetings of the Environmental Commission may be called by the Chairperson upon written request to the Chairperson from a majority of the members of the Environmental Commission. Notice of a special meeting shall be given in accordance with the Maryland Open Meetings Act, as amended from time to time.
- F. Emergency meetings may be held in the event of an emergency as set forth in the Maryland Open Meetings Act, as amended from time to time. Such meetings shall be called by the Chairperson, with the assent of the majority of Environmental Commission members. Minutes of such meetings shall be maintained and carry the specific justification for such meetings.
- G. All meetings shall be open to public attendance, except for any session lawfully closed to the public, in whole or in part.
- H. The Chairperson may allow public comment regarding a matter before the Environmental Commission at any meeting. The Environmental Commission may adopt rules or guidelines for conduct at meetings.
- I. The agenda of any meeting shall be prepared in advance, posted in a regular place, and be made available to the public as provided in the Maryland Open Meetings Act, as amended from time to time.
- J. Subject to recusal for conflicts of interest, the Chairperson is eligible to vote on all motions.
- K. A majority of those present and voting shall be required to pass any motion.
- L. An Environmental Commission member is considered in attendance as a quorum member if the member is physically present or has the ability to provide duplexing voice communication via telecommunication channels such as phones or other technology. Attendance records of members of the Environmental Commission shall be submitted to the Board of County Commissioners semi-annually.

**ARTICLE IV  
QUORUM**

**amended January 24, 2023**

- A. A quorum for a meeting is the number of members who must be present in order for business to be legally transacted.
- B. A quorum shall be required for the Environmental Commission to hold an official meeting and to take action on any matter before it.
- C. The Environmental Commission shall consider a quorum present when five members of the Environmental Commission are in attendance.
- D. A quorum refers to the number present, not the number voting.
- E. The Environmental Commission may deliberate and take action at any duly advertised meeting at which a quorum is present.

**ARTICLE V  
CONDUCT OF MEETINGS**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Environmental Commission in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the Environmental Commission may adopt.

**ARTICLE VI  
ETHICS**

The Environmental Commission follows and shall be bound by the Calvert County Ethics Ordinance, as amended from time to time. Any member shall recuse him/herself on any vote on which he/she has a conflict of interest. Any member may recuse him/herself on any vote on which it might be perceived he/she has a conflict of interest. The reason for such recusal need not be stated unless required by the Calvert County Ethics Ordinance.

No Environmental Commission member shall speak or act as the representative of the Environmental Commission in public or to news outlets without the approval of a majority of the Environmental Commission. This does not limit the Environmental Commission members from expressing their views as private citizens.

**ARTICLE VII  
COMMITTEES**

- A. The Commission may appoint *ad hoc* committees to assist the Commission in its functions.
- B. The duties and powers of each committee shall be determined by the Commission prior to the vote to create the committee. No power or duty may be inferred or implied.
- C. Following an affirmative vote of a majority of Environmental Commission members to create a committee, the Commission shall vote on appointment of not less than three (3) of its members to that committee.
- D. Any person may be removed from a committee upon the vote of a majority of the members of the Environmental Commission.
- E. Each committee shall have a committee chairperson elected from among the members of the committee that shall serve for the duration of the committee.
- F. Each committee may utilize the services and assistance of non-members to meet the committee's objectives, subject to sufficient appropriations if such services or assistance

requires remuneration.

- G. All committees shall be responsible to the Environmental Commission and shall make regular reports of their activities and future plans to the Environmental Commission.

**ARTICLE VIII  
POLICIES & PROCEDURES**

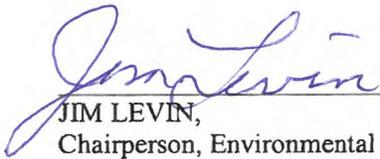
Policies and procedures for the operation of the Environmental Commission not otherwise covered by these Bylaws Robert's Rules of Procedure and within the discretion of the Environmental Commission shall be established by action of the Environmental Commission and may be modified as needed.

**ARTICLE IX  
AMENDMENTS & ADOPTION**

These Bylaws shall be adopted by an affirmative vote of a majority of the members of the Environmental Commission after at least, a 30-day public notice period and after written notice has been sent to all members of the Environmental Commission.

These Bylaws may be amended by an affirmative vote of a majority of the members of the Environmental Commission after, at least, a 30-day public notice period and after written notice containing a description and the wording of the proposed amendment has been sent to all members of the Environmental Commission.

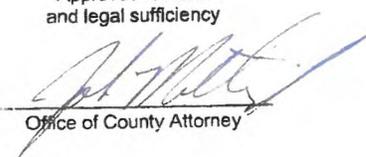
Affirmed: Jan. 24, 2023

  
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JIM LEVIN,  
Chairperson, Environmental Commission

APPROVED:

  
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EARL F. "BUDDY" HANCE,  
President, Board of County Commissioners for  
Calvert County, Maryland

Approved for form  
and legal sufficiency

  
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Office of County Attorney