

AMENDMENT 1 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 1 – General Provisions

1-1 Defintions

(n) “SESSION” IS A TWO-YEAR PERIOD, BEGINNING THE FIRST TUESDAY IN DECEMBER 2022 AND REPEATING BIENNIALLY.

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[Strikethrough] indicate matter deleted from the Rules.

AMENDMENT 2 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 1 – General Provisions

1-3 Suspension of Rules

- (b) A separate suspension of the rules is required for each **ITEM** [~~proposition~~].

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[~~Strikethrough~~] indicate matter deleted from the Rules.

AMENDMENT 3 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 2 – Meeting Logistics

2-1 Meeting Time and Location

- (a) Council meetings shall be scheduled to convene in the Council meeting room. In accordance with Frederick County Government Administrative Policy and Procedures, Policy #12-52, all Council meetings shall end no later than 11:00 p.m. The Presiding Officer of the County Council shall have the limited discretion to extend the ending time until midnight, but only for an agenda item that was started on or before 10:00 p.m. on the same night.
- (b) A different time or place than those provided in paragraph (a) may be authorized by the affirmative vote of at least four Council Members.
- (c) Scheduled meetings of the Council may be cancelled by the President or the Council. The President may cancel a scheduled meeting due to inclement weather or other emergency. The Council may cancel a scheduled meeting by an affirmative vote of at least four members, provided that the vote is taken at least seven calendar days before the canceled session. Should a scheduled meeting be cancelled, any public hearings that may have been scheduled for that meeting shall be rescheduled.
- (d) **THE COUNCIL PRESIDENT MAY CALL AN EMERGENCY MEETING, AS NECESSARY, STRIVING TO PROVIDE AS MUCH NOTICE TO THE PUBLIC AS POSSIBLE.**
- (e) **IF A BONA FIDE REASON EXISTS, COUNCIL MEMBERS MAY PARTICIPATE VIRTUALLY IN A COUNCIL MEETING, WITH THE PRIOR APPROVAL OF THE COUNCIL PRESIDENT AND VICE-PRESIDENT.**

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[Strikethrough] indicate matter deleted from the Rules.

AMENDMENT 4 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 2 – Meeting Logistics

2-3 Copies of Bills, RESOLUTIONS AND ORDINANCES

- (a) COPIES OF ALL PROPOSED BILLS, RESOLUTIONS AND ORDINANCES WILL BE MAINTAINED ON THE COUNTY WEBSITE AND AVAILABLE TO THE PUBLIC.**
- (b) AT A PUBLIC HEARING ON A PROPOSED BILL, RESOLUTION, OR ORDINANCE, MEMBERS OF THE PUBLIC MAY REQUEST A COPY OF THE PROPOSED ITEM. THE REQUEST SHOULD BE MADE TO COUNCIL STAFF PRIOR TO THE START OF THE MEETING [At its public hearing, copies of a bill will be provided to the public. Thereafter, members of the public may obtain copies of bills for the cost of reproduction. Copies of the proposed bills shall also be maintained on the County website].**

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[Strikethrough] indicate matter deleted from the Rules.

AMENDMENT 5 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 2 – Meeting Logistics

2-5 Public Participation at Meetings

- (a) **EXCEPT AS PROVIDED OTHERWISE IN THESE RULES,** ~~[At all Council meetings]~~ the Presiding Officer may provide time for members of the public to address the Council on pertinent matters. ~~[The Presiding Officer may set a time limit on public comment. Generally, individuals will have three (3) minutes for public comment; anyone representing a recognized organization will have five (5) minutes for public comment.]~~

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

~~[Strikethrough]~~ indicate matter deleted from the Rules.

AMENDMENT 6 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 3 – Meeting Preparation

3-1 Meeting Agendas

- (a) The President is to prepare an agenda for each meeting.
- (b) A request [~~by a member~~] to include an item on a given agenda must be submitted to the President **PRIOR TO THE POSTING OF THE AGENDA AT WHICH IT IS PROPOSED FOR DISCUSSION, UNLESS OTHERWISE PROVIDED BY COUNCIL LEADERSHIP** [~~no later than 13 calendar days preceding the meeting at which it is proposed for discussion~~].
- (c) Each agenda **SHOULD BE POSTED TO THE COUNCIL’S WEBSITE BY NOON ON THE WEDNESDAY IMMEDIATELY PRECEEDING THE MEETING, AND MUST BE POSTED NO LATER THAN THE CLOSE OF BUSINESS ON THE FRIDAY BEFORE THE MEETING** [~~is to be distributed to the Council Members no later than seven (7) calendar days preceding the meeting for which it is relevant~~]. After distribution, **THE AGENDA MAY BE AMENDED BY THE PRESIDENT AND AN UPDATED AGENDA WILL BE PREPARED AND DISTRIBUTED** [~~the President may amend an agenda~~]. Council Members may make requests to amend the agenda within two business days of receipt. [~~In the event the President amends the agenda, the President will prepare and distribute a replacement agenda.~~]

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[~~Strikethrough~~] indicate matter deleted from the Rules.

AMENDMENT 7 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 3 – Meeting Preparation

3-2 Distribution Material

Council Members [~~and~~] or staff should submit bills and supporting documentation to the Council Chief of Staff and President no later than one week prior to the meeting. Failure to do so may result in an item being pulled from the agenda. The President will cause to be provided to Council Members in electronic format all bills, resolutions, reports, and motions that are to be discussed no later than five (5) calendar days preceding the meeting.

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[~~Strikethrough~~] indicate matter deleted from the Rules.

AMENDMENT 8 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 3 – Meeting Preparation

3-4 Bill and Amendment Preparation

- (a) The applicable staff of the County Executive shall prepare and draft a bill for the Executive in coordination with the County Attorney.
- (b) Legislation introduced by one or more Council Members shall be drafted in coordination with the County Attorney.
- (c) Requests to staff to prepare an amendment to a pending Bill shall be made no later than the close of business **THE DAY AFTER THE PUBLIC HEARING FOR THE BILL** [~~on the third business day prior to the Council meeting date when the amendment is to be introduced~~].

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[~~Strikethrough~~] indicate matter deleted from the Rules.

AMENDMENT 9 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 4 – Conduct of Business

4-3 Workshops

- (d) ~~[Generally, p]~~ **Public comment will be received at each workshop AND [to] be limited to the topics of the workshop.**

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

~~[Strikethrough]~~ indicate matter deleted from the Rules.

AMENDMENT 10 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 4 – Conduct of Business

4-14 Resolutions

(d) Notwithstanding the above, resolutions for water and sewerage plan amendments, [~~or~~] solid waste management plan amendments, **TRANSPORTATION GRANT AUTHORIZATION RESOLUTIONS, DEBT RELATED RESOLUTIONS FROM ADMINISTRATION, AND INSTALLMENT PURCHASE PROGRAM RESOLUTIONS** may be introduced and adopted on the same day as the public hearing for these items.

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[~~Strikethrough~~] indicate matter deleted from the Rules.

AMENDMENT 11 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 4 – Conduct of Business

4-15 MISCONDUCT OF COUNCIL MEMBERS

- (a) IF A COUNCIL MEMBER IS ALLEGED TO HAVE COMMITTED MISCONDUCT, THE COUNCIL MAY HOLD A TRIAL IN ACCORDANCE WITH ROBERT’S RULES OF PROCEDURE. A MAJORITY OF THE COUNCIL MUST VOTE TO TRY A COUNCIL MEMBER FOR THEIR ALLEGED MISCONDUCT.**
- (b) ANY TRIAL FOR MISCONDUCT SHALL OCCUR IN OPEN SESSION.**
- (c) A COUNCIL MEMBER WHO IS FOUND TO HAVE COMMITTED AN ACT OF MISCONDUCT IS SUBJECT TO CENSURE, REMOVAL FROM APPOINTMENTS TO BOARDS AND COMMISSIONS, OR OTHER DISCIPLINE. IN IMPOSING A PENALTY, A MAJORITY OF THE COUNCIL MEMBERS MUST AGREE TO THE PENALTY.**
- (d) NOTWITHSTANDING THE ABOVE, A COUNCIL MEMBER MAY NOT BE REMOVED FROM OFFICE.**

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[Strikethrough] indicate matter deleted from the Rules.

AMENDMENT 12 to Frederick County Council Rules of Procedure

Introduced By: Council President Keegan-Ayer (District 3)

Introduction Date: 5/31/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 1 – General Provisions

1-1 Defintions

(o) “MISCONDUCT” IS CONDUCT THAT IS UNBECOMING OF AN ELECTED OFFICIAL. MISCONDUCT INCLUDES, BUT IS NOT LIMITED TO, THOSE OFFENSES LISTED IN CHAPTER VI, SECTION 4 OF THE FREDERICK COUNTY PERSONNEL RULES, AS AMENDED FROM TIME TO TIME. MISCONDUCT ALSO INCLUDES A FINDING OF VIOLATION BY THE ETHIC’S COMMISSION.

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

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AMENDMENT 13 to Frederick County Council Rules of Procedure

Introduced By: Council Member Steven McKay (District 2)

Introduction Date: 6/28/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 2 – Meeting Logistics

2-1 Meeting Time and Location

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- (e) IF A BONA FIDE REASON EXISTS, COUNCIL MEMBERS MAY PARTICIPATE VIRTUALLY IN A COUNCIL MEETING, WITH THE PRIOR APPROVAL OF THE COUNCIL PRESIDENT [~~AND~~OR VICE-PRESIDENT.**

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[~~Strikethrough~~] indicate matter deleted from the Rules.

AMENDMENT 14 to Frederick County Council Rules of Procedure

Introduced By: Council Member Steven McKay (District 2)

Introduction Date: 6/28/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 3 – Meeting Preparation

3-2 Distribution Material

Council Members [~~and~~] or staff should submit bills and supporting documentation to the Council Chief of Staff and President no later than one week prior to the meeting. Failure to do so may result in an item being pulled from the agenda. **TO THE GREATEST EXTENT PRACTICABLE,** [~~T~~] the President will cause to be provided to Council Members in electronic format all bills, resolutions, reports, and motions that are to be discussed no later than five (5) calendar days preceding the meeting.

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

[~~Strikethrough~~] indicate matter deleted from the Rules.

AMENDMENT 15 to Frederick County Council Rules of Procedure

Introduced By: Council Member Steven McKay (District 2)

Introduction Date: 6/28/2022

Adopted/Rejected/Withdrawn: _____

Rules of Procedure – Chapter 3 – Meeting Preparation

3-4 Bill and Amendment Preparation

...

(c) Requests to staff to prepare an amendment to a pending Bill shall be made no later than the close of business on the ~~third~~**FOURTH** business day prior to the Council meeting date when the amendment is to be introduced.

EXPLANATION:

BOLD CAPITALS INDICATE MATTER ADDED TO THE RULES.

~~[Strikethrough]~~ indicate matter deleted from the Rules.