



**CITY OF ROCKVILLE  
POLICIES AND PROCEDURES  
FOR CITIZEN**

**BOARDS, COMMISSIONS, COMMITTEES  
AND TASK FORCES**

Approved November 1, 2021

## PURPOSE AND ORIGIN

### BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES

Individuals serving on Rockville's Boards, Commissions, Committees and Task Forces (BCCTF) provide an invaluable service to the City. Their advice and expertise on a wide range of topics assist the Mayor and Council in the decision-making process.

Boards, Commissions, Committees and Task Forces originate from various enabling legislation. The Charter of the City of Rockville specifies that the City shall have a Board of Supervisors of Elections (BSE). State laws authorize the creation of a Board of Appeals, an Historic District Commission and a Planning Commission. All other Boards and Commissions are created by Mayor and Council action.

The following guidelines have been adopted to assist these groups in effectively carrying out their respective missions. These policies and procedures do not apply to the following Rockville affiliated groups:

- Rockville Economic Development, Inc. (REDI)
- Rockville Housing Enterprises (RHE)
- Rockville Recreation and Parks Foundation, Inc.
- Rockville Seniors, Inc. (RSI), and
- Rockville Sister City Corporation, Inc.

#### DEFINITIONS (Boards, Commissions, Committee and Task Force)

**Boards and Commissions** - A board or commission is established by resolution or ordinance adopted by the Mayor and Council and is made up of a group of volunteers appointed by the Mayor and Council to perform a general scope of work outlined in the resolution or ordinance.

**Committee**- a group formed by an existing board or commission to perform a specific task associated with the board or commission. The Committee is usually made up of a small number (non-majority) of members of the board or commission and may include additional interested volunteers who are not members of the board or commission.

**Task Force**--A task force is established by resolution adopted by the Mayor and Council and is made up of a group of volunteers appointed by the Mayor and Council to perform a specific scope of work outlined in the resolution with a deadline for completion of its scope of work and a sunset provision for the task force.

## **STRUCTURE**

Every BCCTF, when it is formed, has a specific statement of purpose and function. The size of each group is stated in its enabling legislation.

Lengths of terms may vary for certain bodies, however, in most cases, appointments are for three years. For some BCCTF terms of the members may be staggered to provide for overlap.

## **ELIGIBILITY**

Generally, only Rockville residents are eligible for appointment to City BCCTF. In some BCCTF non-residents may be appointed if a specific expertise is required.

Persons employed by or under contract to the City are not eligible for membership unless so provided in the enabling legislation.

Members are free to resign at any time.

Individuals may serve on only one BCCTF at a given time (with the exception of ad hoc committees, special appointments, sub-committees, or task forces) in order to provide as many residents as possible with the opportunity to participate. The Mayor and Council may make exceptions to this practice.

## **APPOINTMENT PROCEDURES**

BCCTF vacancies are advertised in the Rockville Reports, Civic Associations, and on the City Social Media Platform including Next Door, the City's website, and at Mayor and Council meetings. Rockville residents are encouraged to submit an Expression of Interest Form (EOI) and resume/narrative and work and volunteer history to the Mayor and Council c/o the City Clerk/Director of Council Operations. The "Expression of Interest Form" is available on the City's website, rockvillemd.gov and from the City Clerk/Director of Council Operations' office.

Statement of Financial Interest Forms are required for the following BCCTF members:

- Board of Appeals
- Historic District Commission
- Ethics Commission
- Planning Commission

When applications are received by the City Clerk/Director of Council Operations the following process occurs:

- Each applicant is sent a letter acknowledging receipt of his/her application.
- The Mayor and Council, the staff liaison, and the chairperson of each BCCTF will receive a copy of the applicant's materials.
- The Staff liaisons invite applicants to attend a group meeting. Applicants are encouraged to attend a meeting of the particular BCCTF to familiarize themselves with the activities of the group.
- After an appointment has been confirmed by the Mayor and Council, the appointee will receive an appointment letter. The chairperson and staff liaison will be advised, the appointee will receive a copy of the Guidelines and Procedures for Citizen Boards Commissions, Committees and Task Forces as well as the New Member Training and Orientation Handbook. The staff liaison will inform the newly appointed member of the next meeting date of the body and brief the appointee as needed.
- Applicants who are not appointed will be notified by the staff liaison and advised that their applications will remain on file (for at least one year) for consideration when future vacancies occur.

## **RESIGNATIONS**

BCCTF members who move out of the City corporate limits or who no longer wish to serve on a BCCTF are responsible for submitting a letter of resignation to the staff liaison of their BCCTF and forward it to the City Clerk/Director of Council Operations for the Mayor and Council. Upon receipt of such resignation, a letter and a Certificate of Appreciation are prepared for the outgoing member. When a commissioner has served the City for a long period of time, the

Mayor and Council may choose to present the Certificate of Appreciation at a Mayor and Council meeting.

## **TRAINING**

The City Clerk/Director of Council Operations will host a training session once a year for all new BCCTF members to attend. Refresher training will be available as needed.

The staff liaison of each Board or Commission will be responsible to update the New Member Training and Orientation Handbook annually for all onboarding new members.

## **COMPENSATION**

BCCTF members are volunteers and receive no compensation, although they may be reimbursed for actual expenses incurred in performance of their duties in accordance with appropriations for the Board or Commission made by the Mayor and Council. However, members of the Board of Supervisors of Elections are paid a nominal fee for the performance of their prescribed duties on Election Day.

## **ATTENDANCE**

Excessive absenteeism, excluding excused absences due to illness or necessary travel, is cause for removal of a Board or Commission member. Except for excused absences, any member or alternate member who is absent from twenty-five (25) percent or more of the scheduled meetings within any twelve (12) month period shall be considered to have resigned. Rockville City Code Section 2-220(b)(1). Occasionally, special meetings or training sessions are held for members. Attendance is generally not mandatory for these sessions but is encouraged.

A member of the Planning Commission may be removed from office in accordance with Section 2-102 of the Land Use Article of the Annotated Code of Maryland.

A member of the Board of Appeals may be removed from office in accordance with Section 4-304 of the Land Use Article of the Annotated Code of Maryland.

A member of the Historic District Commission may be removed from office in accordance with Section 8-202 of the Land Use Article of the Annotated Code of Maryland.

## **TERM EXPIRATION**

- Two months prior to the expiration of a member’s term, the staff liaison assigned to the Board or Commission should ask the member if he/she wishes to seek reappointment. Written notification of a request for reappointment through the submission of a “Reappointment Expression of Interest Form” should be sent to the City Clerk/Director of Council Operations’ office prior to the expiration of the member’s term. An updated resume is also appreciated. The member may or may not be reappointed by the Mayor subject to confirmation by the Council.
- Persons seeking reappointment to a BCCTF will be placed into the same pool as persons seeking appointment for the first time.
- The position will be advertised in the Rockville Reports, Civic Associations, and on the City’s Social Media Platform, City’s website and at Mayor and Council meetings. If the individual desires reappointment, he/she will be considered along with the other applicants.
- Each Board and Commission member will be given a Certificate of Appreciation.

## **SPECIAL CONDITIONS APPLICABLE TO APPLICANTS AND MEMBERS OF THE BOARD OF APPEALS, HISTORIC DISTRICT COMMISSION, PLANNING COMMISSION, AND THE ETHICS COMMISSION**

Each applicant to the Board of Appeals, Historic District Commission, Planning Commission, and Ethics Commission is required to file a Financial Disclosure Statement (on a form available from the City Clerk/Director of Council Operations) prior to appointment. Each member shall submit an annual statement to the City Clerk/Director of Council Operations on or before April 30 of each year during the individual’s term in office for the immediately preceding calendar year.

## **OPERATING POLICIES**

Unless the enabling legislation specifies otherwise, a body elects its chair annually, Rockville City Code Section 2-219. The term of chairperson is one year. The Mayor and Council encourages the rotation of the chair to provide all members with an equal opportunity to serve.

The chairperson is responsible for setting the meeting agenda. A City staff liaison is assigned to each BCCTF and will assist the chairperson in the preparation and distribution of the agenda and meeting materials. Boards and Commissions may, and are encourage to, adopt their own rules of procedure.

All Board and Commission meetings are open to the public pursuant to the Open Meetings Law. A BCCTF may convene in closed session only for those reasons set forth in General Provisions Article Title 3 of the Annotated Code of Maryland. Any request for a closed session should be reviewed by the City Attorney's Office.

Each BCCTF may meet as frequently as necessary to carry out its duties and responsibilities. The staff liaison is responsible for ensuring that all meeting dates are adequately publicized on the City's website.

A quorum is the minimum number of members of a board, commission or task force necessary to conduct the business of that group. A quorum is a simple majority of the membership of a Board, Commission or task force. No meeting shall be convened without a quorum and no business may be conducted without a quorum.

Minutes are kept of all meetings, and the staff liaison is responsible for posting copies of the approved minutes. Agendas and minutes should also be posted on the City's website in a timely manner.

With the exception of meetings where transcripts are required, the minutes should be brief and reflect decisions and recommendations of a BCCTF.

## **PUBLIC ETHICS ORDINANCE**

Chapter 16, "Public Ethics" of the Rockville City Code requires that members of the BCCTF disqualify themselves from participating in any decision in which they, their immediate family, their business associates, or a business entity in which they have an interest, would be directly and economically impacted. Such individuals are required to file a written statement with the City Clerk/Director of Council Operations disclosing any interest or employment, the holding of which would require disqualification from participation, sufficiently in advance of any anticipated action to allow adequate disclosure to the public.

Members of the Board of Appeals, Historic District Commission, Planning Commission and Ethics Commission are required to file annual financial disclosure statements. Members of other BCCTF are not required to file annual financial disclosure statements but must disclose in a statement the receipt of gifts during the calendar year in excess of twenty dollars (\$20) in value or a series of gifts totaling one hundred dollars (\$100) or more from entities doing business with the City, Rockville City Code Section 16-46(a). Said statement shall be filed with the City Clerk/Director of Council Operations.

## **STAFFING**

A staff liaison is assigned to each BCCTF by the City Manager or his designee. While these individuals are responsible for providing staff support to their BCCTF, they are not the group's employee. Staff liaisons are directly responsible to their department head and/or the City Manager, and their primary role is to facilitate the flow of information among the Mayor and Council, their department and the BCCTF.

## **COMMUNICATIONS**

BCCTF may be requested to attend a Mayor and Council meeting to present their annual report on goals/accomplishment and workplan. The Chair of the BCCTF will contact the City Clerk/Director of Council Operations Office to be scheduled.

## **MEETINGS WITH THE MAYOR AND COUNCIL**

A BCCTF may also request to hold a worksession with the Mayor and Council. These worksessions serve as an opportunity for open dialogue regarding matters of mutual concern and to address any issues, including those that may have budgetary impact.

## **CONTACT:**

City Clerk/Director of Council Operations' Office 240-314-8280



# CITY OF ROCKVILLE BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES

## STAFF LIAISONS

### **PURPOSE**

This section of the Boards, Commissions, Committees and Task Forces handbook defines the general role, responsibility and authority for the typical staff liaison serving each of the City's BCCTF.

### **PROFILE**

The staff liaison of any of the City's BCCTF is, in general, responsible for assisting the BCCTF in a variety of ways.

### **PRINCIPLES**

The staff liaison assists the members of the BCCTF in fulfilling the mission of their group. Such missions may be advisory, administrative, legislative or quasi-judicial depending on the BCCTF. The staff liaison acts as an advisor-facilitator, in concert with the chairperson, assists the group in the performance of its task(s) as defined by either ordinance, policy or directive from the Mayor and Council.

### **RESPONSIBILITIES**

Staff support is available to BCCTF through various staff members assigned as liaisons. The responsibilities of Staff Liaisons include:

1. Familiarity with the group's Rules of Procedures or parliamentary procedure and the ability to advise the BCCTF on conducting their meetings (if applicable).
2. Familiarity with the specific ordinance, resolution, or charter which establishes the mission of the BCCTF and the scope of their work.
3. Staff Liaisons assure group meetings and business are conducted in full compliance with relevant ordinances and laws (such as the Open Meetings Act) and directives from the Mayor and Council.
4. Be aware of and comply with appropriate ways to communicate with the Mayor and Council.

- Attend all meetings of the BCCTF.
- Prepare agendas in conjunction with the Chair.
- Provide background and context on agenda items.
- Alert the Commission of possible detrimental actions.
- Offer professional expertise and recommendations about an issue.
- Keep the Commission focused on priorities.
- Interpret codes, ordinances, policies, and other regulations.
- Ensure that motions and action minutes accurately reflect the actions of the BCCTF.
- Educate new members about their role and responsibilities.
- Post meeting dates to web page.
- Post meeting agenda and minutes in a timely manner.
- Distribute the agenda packet.
- Handle the logistics regarding meeting scheduling, setup, and public notification on web page.
- Ensure the board's annual report is prepared and submitted to the City Clerk in accordance with report guidelines.

Inform the City Clerk's Office of the following:

Attendance problems

Resignations

Meeting Schedule/location changes

Name/address/phone number changes for board members

Additionally, staff liaisons should provide new board members with pertinent materials which will assist new members in becoming fully functioning members of the Board, Commission, Committee or Task Force. Established board members are encouraged to share their experience and knowledge with new members.

## **City Clerk**

- Assist the Mayor and Council with the appointment and reappointment process. Assists the staff liaison with compliance with the Open Meetings Act training.

## **City Manager**

- Oversees the staffing for the BCCTF to assist and facilitate the BCCTF in carrying out duties and recommendations to the Mayor and Council

## **City Attorney**

- Provides legal advice to the BCCTF when necessary and represents BCCTF in judicial and administrative proceedings.

# CHAIRPERSONS

## PURPOSE

This section of the Boards, Commissions, Committees and Task Forces handbook defines the general role, responsibility and authority of the typical chairperson serving each of the City's Boards, Commissions, Committees and Task Forces.

## PROFILE

The chairperson of any of City's BCCTF is in general responsible for heading the workplan of the BCCTF and presiding over their meetings. Except as provided the enabling legislation for a BCCTF, Chairpersons are appointed by the BCCTF members annually.

## PRINCIPLES

The chairperson directs the members of BCCTF by fulfilling the mission of their group. Such missions may be advisory, administrative, legislative, or quasi-judicial depending on the BCCTF. The chairperson in concert with a staff liaison (who acts as an advisor-facilitator), leads the group to the completion of its task(s) as defined by either ordinance, policy or directive from the Mayor and Council.

## RESPONSIBILITIES

- Be familiar with the BCCTF rules of procedure and/or parliamentary procedure and follow them during their group's meetings (if applicable)
- Be familiar with the specific ordinance, or charter which establishes the mission and scope of work of their group.
- Focus the workplan of their group relative to the stated mission and scope of work.
- Maintain proper demeanor and courtesy in conducting all group business.
- Assume responsibilities as appropriate.
- Delegate responsibilities to group members and subcommittees as appropriate.
- Monitor progress of group and staff assignments.
- Be familiar with any other ordinances, laws, rules, policies, etc. on which the group may be required to act.
- Assure group meetings and business is conducted in full compliance with the Open Meeting Act and other applicable laws.
- Be familiar with the current and past work of the BCCTF.
- Keep the staff liaison informed at all times regarding the work of the BCCTF.

- Become familiar with agendas for meetings and work sessions as appropriate.
- Communicate attendance standards to members.
- Be familiar with the length of terms, appointment procedures, the group's budget, if any, and City's ethics provisions.