

CARROLL COUNTY MONOCACY WATERSHED CITIZENS ADVISORY BOARD (RIVER BOARD)

BY-LAWS

August 26, 2021

I. Membership and Duties

- A. Membership. The River Board consists of five (5) members appointed by the Board of County Commissioners of Carroll County, Maryland. All members are voting members. Membership will include (2) contiguous landowners, (1) special interest, (1) farm bureau, and (1) business.
- B. Term. The term of each member is four (4) years. River Board members may be reappointed.
- C. Chair. In January of each year the River Board shall elect a chair from among its members to serve a term of one (1) year unless earlier removed from office for cause by a supermajority (2/3rd) vote of the River Board's full voting members. In the event the chair is removed from office, the successor will serve for the remainder of the term. The chair shall be eligible for reelection. The chair shall preside at meetings of the River Board, and may call special meetings of the River Board. The vice-chair shall preside over meetings when the chair is unable to do so or abstains.
- D. Vice-Chair. In January of each year the River Board shall elect a vice-chair from among its members to serve a term of one (1) year unless earlier removed from office for cause by a supermajority (2/3rd) vote of the River Board's full voting members. In the event the vice-chair is removed from office or assumes the chair's position, the successor will be elected by the members of the River Board to serve the balance of the term. If the vice-chair replaces the chair who is removed for cause, the vice-chair will serve the remainder of the chair's term and the vice-chair vacancy may be filled by a successor who shall serve the remainder of the term. The vice-chair shall be eligible for reelection. The vice-chair shall preside over meetings and may call special meetings of the River Board in the absence of the chair or the chair abstains. (03-06-2019)
- E. Compensation. The members and officers of the River Board shall serve without compensation.
- F. Quorum and Physical Presence. A majority of voting members, including officers, shall constitute a quorum. A member must be physically present at a regular or special board meeting to present his/her opinions/comments and to

vote. Email, telephone call-ins, conference calling, writings, and proxy are not permitted. All River Board decisions must be made by members present at a meeting. (03-06-2019)

- G. Vacancy. Any vacancy in the membership of the River Board caused by the expiration of a term, resignation, death, incapacity to discharge duties, or any other reason, shall be filled for a new term. Any vacancy on the River Board shall be filled by action of the Board of County Commissioners for the duration of the unexpired term. In the case of an expiration of term, a member may continue to serve until the member's successor is appointed.

- H. Attendance. If any River Board member is absent from three (3) consecutive meetings (regular) or if a River Board member is absent from one-half or more of all meetings held within a 12-month period, the River Board may recommend to the Board of County Commissioners of Carroll County that they request the River Board member's resignation and replacement. (03-06-2019)

- I. Staff. Consistent with the county's policies and procedures, employees from the Carroll County Department of Land and Resource Management's Bureau of Resource Management will serve as staff to the River Board and make available such services and facilities the county deems necessary or appropriate for the performance of the River Board's responsibilities.

- J. Ex-Officio Members.
 - 1. Upon invitation by the River Board, one (1) member from Adams County, Pennsylvania may serve on the River Board as an ex-officio member.
 - 2. An ex-officio member of the River Board shall be a non-voting member.

- K. Meetings. Time and Place of Meetings. The River Board will hold regular meetings on the third Thursday of every month, or at such times as the River Board may designate. If the regular meeting on the third Thursday of the month is cancelled, the River Board will hold its meeting on the fourth Thursday in the same month. Special meetings may be held if called by the chair, vice-chair or majority of the River Board, with seven (7) days advance notice given to the public. It shall be the duty of the River Board staff to keep a true and accurate, though not verbatim, record of all proceedings at all meetings. Minutes should be kept, and following each meeting, the draft minutes shall be typed and distributed to the individual members at or before the next meeting for approval or revision. The order of business shall be in accord with the agenda prepared by the staff assigned to the River Board. (05-02-2018)

The rules contained in the current edition of Robert's Rules of Order shall govern the River Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order or rules of procedures the River Board may adopt. Meetings of the River Board are subject to the provisions of the Maryland Open Meeting Act (Government Article Section 10-501 and following, as amended).

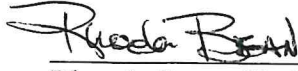
L. Conduct of Board members.


1. Representing the River Board. A member will not appear to speak, offer testimony, present written or verbal comment on behalf of the River Board except as authorized by a vote of the River Board. In cases where a River Board member does speak, offer testimony, present written or verbal comments not authorized by a majority of the River Board, the River Board may report such action to the Board of County Commissioners of Carroll County for further action. In any public or private statement presented in any forum concerning River Board affairs, members will clearly indicate whether the member is speaking as an authorized representative of the River Board, or as an individual.
2. Gratuities and Entertainment. Members shall not accept gifts or compensation from any person or entity involved in matters that come before the River Board or matters which may reasonably be anticipated to come before the River Board.
3. Ethics Compliance. All members shall comply with Carroll County's ethics rules and laws.
4. Privileged Information. Members shall not engage in any business transactions in regard to which they may have an advantage or knowledge because of information gained through membership on the River Board.
5. Conduct at Meetings. At all times members shall conduct themselves and communicate in any manner in a fair, understanding, and gracious manner. Members shall strive to be courteous and considerate to all individuals, attitudes and differences of opinion involved in official River Board business.

- O. Amendments. Amendments to these By-Laws may be proposed by a member of the River Board. Amendments to these By-Laws shall only be adopted upon the affirmative vote of a majority of the entire voting membership.

The foregoing is a true and correct copy of the By-Laws of the River Board as amended through the

ATTEST:


Rhonda Bean, Chair


Vince Baginsky, Vice Chair