

**BALTIMORE METROPOLITAN PLANNING ORGANIZATION**

**BALTIMORE REGIONAL TRANSPORTATION BOARD**

**RESOLUTION #17-23**

**UPDATES TO THE RULES OF PROCEDURE FOR THE TECHNICAL COMMITTEE  
OF THE BALTIMORE REGIONAL TRANSPORTATION BOARD**

**WHEREAS**, the Baltimore Regional Transportation Board (BRTB) is the designated Metropolitan Planning Organization for the Baltimore region, encompassing the Baltimore Urbanized Area, and includes official representatives of the cities of Annapolis and Baltimore, the counties of Anne Arundel, Baltimore, Carroll, Harford, Howard, and Queen Anne's as well as representatives of the Maryland Department of Transportation, the Maryland Department of the Environment, the Maryland Department of Planning, the Maryland Transit Administration, and Harford Transit; and

**WHEREAS**, the mission of the Technical Committee is to provide technical advice on all plans and programs to the Baltimore Regional Transportation Board as it serves in its capacity as the Metropolitan Planning Organization for the Baltimore region; and

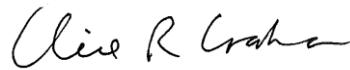
**WHEREAS**, the Rules of Procedure are being updated to reflect the same change made to the Bylaws of the Baltimore Regional Transportation Board which now includes Queen Anne's County as a non-voting member. The Technical Committee also made several small changes (see Attachment 1) such as to avoid duplication of content, reflect adherence to the Open Meetings Law; and

**NOW, THEREFORE, BE IT RESOLVED** that the Metropolitan Planning Organization approves the attached changes to the Rules of Procedure for the Technical Committee.

**I HEREBY CERTIFY** that the Baltimore Regional Transportation Board, as the Metropolitan Planning Organization for the Baltimore region, approved the aforementioned resolution at its June 27, 2017 meeting.

6-27-17

Date



Clive Graham, Chairman  
Baltimore Regional Transportation Board

**TECHNICAL COMMITTEE  
RULES OF PROCEDURE**

**INTRODUCTION:**

The Metropolitan Planning Organization (MPO) for the Baltimore metropolitan region, the Baltimore Regional Transportation Board (BRTB), directs the continuing, comprehensive transportation planning process, carried out cooperatively by the state and local jurisdictions in the region. The BRTB created the Technical Committee (TC) as an internal committee to develop and support all appropriate technical and policy recommendations considered by the BRTB.

**AUTHORITY:**

These Rules of Procedure supplement the Memorandum of Understanding, the Agreement on Redesignation of the Baltimore MPO, the introduction of the Unified Planning Work Program (UPWP), and the Bylaws of the BRTB for the continuing, comprehensive and cooperative transportation and land use planning process in the Baltimore region.

The TC, as authorized by the BRTB Bylaws, is responsible for performing work efforts outlined in the UPWP. In carrying out this work the functions of the TC shall be guided by these Rules of Procedure.

**Section I. - OVERVIEW:**

- A.) This document reports on the standing rules of procedure of the TC of the BRTB. The purpose and intent of these rules are to provide definition and guidance to the TC and the BRTB. The rules were created to identify the TC's role and responsibilities in the metropolitan transportation planning process.
- B.) These rules may be revised, updated, amended or supplanted at any time by majority vote (as per Section IV of these rules) of the TC, subject to BRTB concurrence.
  - 1.) All revisions, updates, amendments or supplements of these rules must be submitted to BMC staff two and one half weeks prior to the next TC meeting to be considered at that meeting.
- C.) Meetings of the TC shall be conducted in accordance with Robert's Rules of Order. The BMC staff shall be present during all TC deliberations and shall answer such questions and render such advice and assistance as may be appropriate to the action being taken,

but such staff shall not participate in the decision of the TC beyond submitting staff recommendation as to the action to be taken in each case.

- D.) The deliberations of the TC shall be open to the public, but testimony shall be limited to the periods during which the Chair permits testimony. Minutes shall be kept of all TC proceedings.
- E. All meetings of the TC shall follow the Maryland Open Meetings Act and will comply with requirements to close a meeting, such as to discuss a Request for Proposal.

#### Section II. - MISSION:

- A.) The mission of the TC is to provide technical advice on all plans and programs to the BRTB as it serves its capacity as the MPO for the Baltimore region.

#### Section III. - MEMBERSHIP:

- A.) The TC shall consist of one representative from each voting member jurisdiction or agency of the BRTB. Specifically, this will include one representative from:
  - 1.) The City of Annapolis;
  - 2.) Anne Arundel County;
  - 3.) The City of Baltimore;
  - 4.) Baltimore County;
  - 5.) Carroll County;
  - 6.) Harford County;
  - 7.) Howard County;
  - 8.) Queen Anne's County; and
  - 9.) The Maryland Department of Transportation; and
  - 10.) Representative of Public Transportation (same organization that currently sits on the BRTB)
- B.) A non-voting representative may be provided from the following agencies (noted in Article II of the BRTB Bylaws):
  - 1.) Maryland Department of Planning;
  - 2.) Maryland Department of the Environment;
  - 3.) Queen Anne's County; and
  - 4.) The Maryland Transit Administration (if they are not the voting Representative of Public Transportation).

C.) Ex-Officio membership (non-voting) of the TC may include:

- 1.) Federal Highway Administration;
- 2.) Federal Transit Administration;
- 3.) Environmental Protection Agency;
- 4.) MD State Highway Administration;
- 5.) MD Transportation Authority;
- 6.) MD Aviation Administration; and
- 7.) MD Port Administration.

Each member jurisdiction/agency shall provide a letter designating a representative and any alternates to the Director of the UPWP (BMC Director of Transportation Planning).

#### Section IV. - VOTING:

- A.) The TC shall have a quorum with five voting members present at the table;
- B.) All actions of the TC shall be by the affirmative vote of the majority of the voting members present;
- C.) In cases of a tie vote, the motion fails; and
- D.) Minority opinions on all recommendations may be requested to be forwarded to the BRTB on any vote from one or more voting member.

#### Section V. - OFFICERS:

- A.) The Officers of the TC shall consist of a Chairperson and a Vice-Chairperson;
- B.) The vote for Officers shall occur immediately following the vote of the BRTB Officers;
- C.) The Chairperson's term shall be one year, with a maximum of two consecutive one-year terms;
- D.) Function of the Chair:
  - 1.) Shall attend all meetings of the TC;
  - 2.) Has the responsibility of keeping the conversation to the topic at hand;
  - 3.) Shall call special meetings as necessary;
  - 4.) Shall prepare and present a report of each TC meeting at each subsequent BRTB meeting;

- 5.) Oversee votes on recommendations and actions; and
  - 6.) Prepare an agenda for each meeting.
- E.) Function of the Vice-Chairperson:
- 1.) Shall perform the duties of the Chairperson when the Chairperson is unable.

Section VI. - ROLES/RESPONSIBILITIES:

- A.) The TC shall participate in the MPO process as advisor, coordinator and facilitator of technical advice and information to the BRTB.
- B.) The roles of the TC members are as follows:
- 1.) Shall attend all meetings of the TC;
  - 2.) Has the responsibility of keeping the conversation to the topic at hand;
  - 3.) Shall attend special meetings as necessary;
  - 4.) Shall present reports on appropriate UPWP activities; and
  - 5.) Shall review and discuss the agenda for each meeting with their respective BRTB representative prior to each meeting.
- C.) In serving these roles, the TC shall assume the following responsibilities:
- 1.) Develop initial drafts of the UPWP;
  - 2.) Ensure the performance of all work tasks contained in the UPWP as described in the BRTB Bylaws;
  - 3.) Continually monitor current UPWP activities and provide input and recommendations to the BRTB and BMC staff on all technical matters (process and product) relating to the tasks and products of the UPWP;
  - 4.) Monitor the technical planning process and for periodically developing implementation plans for the technical planning process and make recommendations to the BRTB for improvements as necessary;
  - 5.) Provide input to the BRTB on all technical matters relating to amendments of the UPWP;
  - 6.) Provide input and recommendations to the BRTB on all technical matters relating to the coordination and implementation of regional plans;
  - 7.) Develop the initial draft of the Transportation Improvement Program (TIP);
  - 8.) Provide policy support information to the BRTB;

- 9.) Provide recommendations for implementation techniques and scheduling of the regional plan; and
- 10.) Provide recommendations for improving process and communication between members as necessary.

Section VII. - SUBCOMMITTEES:

- A.) The TC may, at the discretion of the Chairperson, form ad hoc subcommittees to perform various responsibilities outlined above.
- B.) The TC may form standing subcommittees to perform the various responsibilities outlined above with the affirmative vote of the majority of the quorum.