

BALTIMORE REGIONAL TRANSIT COMMISSION BYLAWS

ARTICLE I

COMMISSION MEMBERSHIP & MEETINGS

SECTION 1.1

Members and Voting

As provided in Md. Code Transportation Article Section 7-213, the Commission has sixteen (16) members, as follows:

- a) 6 members from Baltimore City, 3 appointed by the Governor, at least one of whom uses transit in the Baltimore region and at least one from the business community, and 3 appointed by the Mayor of Baltimore City, each having a vote;
- b) 4 members from Baltimore County, 2 appointed by the Governor, at least one of whom uses transit in the Baltimore region and at least one from the business community, and 2 appointed by the County Executive of Baltimore County, each having a vote;
- c) 2 members from Anne Arundel County, one appointed by the Governor and one by the County Executive of Anne Arundel County, each having a vote;
- d) 2 members, from Howard County, one appointed by the Governor and one by the County Executive of Howard County, each having a vote;
- e) the Maryland Secretary of Transportation (or designee), who shall vote only in case of a tie; and
- f) 1 nonvoting member who is an employee of the Maryland Transit Administration and is a member of the Amalgamated Transit Union, designated by the union.

SECTION 1.2

Resignation of Membership and Filling of Vacancies

A member may resign their membership at any time with sixty (60) days' advance written notice to the Chair. Vacant positions shall be filled by the same appointing official who appointed the resigned member, at the earliest date practicable.

SECTION 1.3
Terms of Members

Except as provided in the Commission's underlying statute, each member shall serve a term of three (3) years, subject to removal at any time by the appointing official. Appointees to replace a member who has resigned or been removed shall serve the balance of the term of the member being replaced.

Members of the Commission may not serve more than two (2) consecutive terms, but shall serve until their successors have been appointed and qualified, or until reappointed by the appointing official.

Appointing officials shall inform the Commission of their appointments to and removals from the Commission by delivering to the Commission written evidence of the resolution, letter or other action making the appointment or causing the removal.

SECTION 1.4
Officers

Officers of the Commission shall consist of a Chair and Vice-Chair selected among the members, for a term of two (2) years, by a majority vote of the Commission.

The Chair and Vice-Chair shall not be representatives of the same jurisdiction.

If a vacancy occurs in the office of Chair or Vice-Chair, their successor(s) shall be elected at the next regular meeting of the Commission, or a special meeting called for such purpose by the Chair or Vice-Chair, whichever office is not vacant.

The Chair of the Commission shall preside at all meetings and appoint Commissioners to such committees, subcommittees or workgroups as the Chair shall deem advisable for the efficient operation of the Commission.

The Chair, upon their signature, shall execute all normal administrative matters of the Commission, including but not limited to grant agreements between the Maryland Transit Administration and the Commission (if any) and grant amendments, reports, certifications and commitments. The Chair's signature shall denote the approval of the Commission on all administrative matters. The Chair may refer pending Commission business or actions directly to Baltimore City or the Counties represented on the Commission for their review and input.

The Vice-Chair shall preside at meetings and assume the signature authority of the Chair in their absence.

SECTION 1.5
Meeting Schedule

The Commission shall meet at least four (4) times per year to conduct business within its powers. Failure to do so shall not invalidate any acts of the Commission. Special meetings may be called by the Chair at any time at their discretion.

ARTICLE II

COMMISSION DUTIES & FUNCTIONS

SECTION 2.1
Duties and Functions

Pursuant to its underlying statutory authority, the Commission shall provide input and engage in advocacy for the Baltimore region public transit systems maintained by the MTA. In furtherance thereof, the Commission shall:

- a) Review and comment on the Administration's annual operating and capital budget request for the Baltimore region, as part of the development of the draft and final Consolidated Transportation Program;
- b) Review and comment on the Capital Needs Inventory Report;
- c) Review and approve any update to the Central Maryland Regional Transit Plan;
- d) Review information from the Annual Attainment Report and the MTA concerning the attainment of the MTAs goals, including performance goals and metrics, evaluate any other measures of the performance of the Baltimore region transit system, and issue written recommendations concerning how the results of the Commission's review and evaluation should influence the MTA's priorities in future years;
- e) Review and comment on service change reports and major service change proposals;
- f) Review local transit plans and services in the Baltimore region to ensure coordination between the local transit services and the MTA.

The Commission shall ensure that the MTA's plans, budgets, decisions, policies, goals, priorities, operations, and services address the public transit needs of residents and businesses in the Baltimore region.

SECTION 2.2
Recordkeeping and Reporting

The Commission shall keep minutes of Commission meetings and activities and post them on a public website.

On or before December 1 of each year, the Commission shall report its findings and recommendations on the Baltimore region transit systems to the MTA Administrator, Governor, and, in accordance with § 2-1257 of the State Government Article, the General Assembly.

SECTION 2.3
Rules of Order

Robert's Rules of Order shall govern the conduct of all meetings of the Commission when not in conflict with these By-Laws.

SECTION 2.4
Quorum

A majority of the voting members of the Commission shall constitute a quorum. The affirmative vote of a majority of a quorum present shall be necessary to take any action, except as otherwise provided herein. At the Chair's direction, Commission staff may conduct an official vote electronically or by phone on time-sensitive matters.

SECTION 2.5
Public Input

The Commission shall accept public comments during its meetings and, at all times, electronically.

ARTICLE III

ADDITIONAL PROVISIONS

SECTION 3.1
Staffing

The Baltimore Metropolitan Council, through a grant provided by the Maryland Transit Administration, shall provide administrative support to the Commission to carry out its work.

SECTION 3.2
Notice and Mailing

Whenever written notice of mailing to members is required it shall be sufficient if the written notice is provided by electronic mail to the official email address on file or to an email address provided by the member and mailing is sufficient if provided by US Mail or by electronic mail.

SECTION 3.3

Amendment of Bylaws

Proposals to amend the Bylaws may be introduced at any regular or special meeting of the Commission. The amendment shall be acted upon at the next meeting following the one at which it was proposed. The affirmative vote of a majority is required for adoption.

SECTION 3.4

Ethics and Conflicts of Interest

A member of the Commission may not receive compensation as a member of the Commission, but is entitled to reimbursement for expenses under the Standard State Travel Regulations, as provided in the State budget.

Members of the Commission shall file annual State Financial Disclosure Forms with the State Ethics Commission in accordance with Section 5-824, General Provisions Article, Md. Code Annotated.

Commissioners shall avoid conflicts of interest or appearance thereof and place ethical principles and compliance with the law above private gain and personal interests inconsistent with their responsibility to the Commission and their respective jurisdiction or appointing authority. Regardless of whether specifically prohibited by these bylaws or any enacting legislation, Commissioners shall endeavor to avoid conflicts of interest or the appearance of conflicts of interest, refrain from using their positions for personal profit or gain, or for any other personal advantage and avoid any action that is likely to adversely affect the confidence of the public in the integrity of the Commission.

This is a true copy of the Baltimore Regional Transit Commission Bylaws adopted by the Commission at its meeting on _____, 2024.

[Signed 6/18/24]

Jon M. Laria, Chairman,
Baltimore Regional Transit Commission