

**RULES OF PROCEDURE**  
**OF THE**  
**CALVERT COUNTY HISTORIC DISTRICT COMMISSION**

**FOREWARD:**

These standard procedures are issued as a guide to assist the Calvert County Historic District Commission, its Staff and other County agencies in the orderly and efficient conduct of all matters with which the Commission is concerned.

**OBJECTIVE:**

The Calvert County Historic District Commission seeks to conduct all business, which may properly come before it by law or custom to secure the preservation of historic sites within the entire County for the benefit of its present and future citizens.

**THE ROLE OF THE HISTORIC DISTRICT COMMISSION:**

Appointed by the Board of County Commissioners, in accordance with State law, the Historic District Commission serves as a citizen review board on historic districting decisions. As set forth in the Land Use Article of the annotated Code of Maryland and Chapter 57 of the Calvert County Code, Historic Districts, the Historic District Commission is both an advisory and decision-making body. In its advisory capacity, the Commission is required to make recommendations concerning the historic districting of properties, amendments to ordinances and other decisions concerning historic preservation in the County. In its decision-making capacity, the Commission approves Historic Area Work Permits. In both capacities, the Commission may solicit comments from appropriate County, State and federal agencies prior to making recommendations or decisions.

**SECTION 1. DEFINITIONS:**

- 1.1 The word "Commission" shall refer to the Calvert County Historic District Commission.

**SECTION 2. MEMBERSHIP, OFFICERS AND COMMITTEES:**

- 2.1 The Commission shall consist of seven (7) members appointed by the Board of County Commissioners. The term of each member shall be three (3) years. Members of the Commission are eligible for reappointment.

- 2.2 The Commission shall organize annually in the month of January to elect a Chairperson, Vice-Chairperson and Secretary, constituting the Executive Committee. These officers shall have the option of re-election.
- 2.3 The Chairperson, or in his absence, the Vice-Chairperson or Secretary shall preside at all meetings or hearings of the Commission. The presiding officer shall decide on all points of order and procedure subject to the rules of procedure set forth herein.
- 2.4 The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.
- 2.5 The Secretary shall assume the duties of the Chairperson in the absence of the Chairperson and the Vice-Chairperson. The Secretary, assisted by Staff, shall also keep a true and accurate record of all proceedings at all meetings and public hearings. The Secretary shall ensure the minutes, recorded and prepared for distribution by staff, are placed in a record book or file.
- 2.6 Any vacancies of office or in the Commission shall be filled by the next meeting or as soon as possible.
- 2.7 A Staff member shall be provided by the Director of the Calvert County Department of Community Planning and Building to provide administrative liaison between the Commission and the Calvert County Board of County Commissioners. A Staff Assistant shall be provided by the Director of The Calvert County Department of Community Planning and Building to provide administrative support to the Commission.
- 2.8 Committees may be created for special purposes or study.

### **SECTION 3. MEETINGS:**

- 3.1 Regular Commission meetings shall be held on the 2<sup>nd</sup> Wednesday of each month at 4:30 p.m. in a county meeting room in Prince Frederick, Maryland. Staff shall notify Commission members by e-mail or telephone at least 5 days prior to any change in meeting date or place. Regular meetings shall be conducted in accordance with Roberts Rules or Order and in accordance with the Maryland Open Meetings Act.
- 3.2 Special Commission meetings may be called by the Chairperson or, in the Chairperson's absence, the Vice-Chairperson. The Chairperson or Vice-Chairperson shall direct Staff to arrange such meeting and to notify Commission members by e-mail or telephone at least 48 hours prior to the meeting date. Special Commission meetings shall be conducted in

accordance with Roberts Rules of Order and in accordance with the Maryland Open Meetings Act.

- 3.3 Committee meetings may be held as needed by the Commission. Committee meetings where action will be taken shall be conducted in accordance with Roberts Rules or Order. Committee meetings where no action will be taken shall be exempt from Roberts Rules of Order.
- 3.4 All Regular and Special meetings shall be public meetings. Any person is entitled to appear at Regular or Special meetings and be heard by the Commission before it reaches a decision on any matter. The voting on such decisions shall be held during the public meeting and shall be conducted as set forth in Section 4 herein, subject to the time frames as defined in Chapter 57 of the County Code and as set forth in the current Historic District Guidelines.
- 3.5 No Regular or Special Meeting shall be held without a quorum present. A quorum shall consist of four Commission members.
- 3.6 Meetings requiring Public Notice shall be listed in local newspapers, posted in the Calvert County Department of Community Planning & Building, posted on the official notice board of the Calvert County Services Plaza, and posted on the official Calvert County web site.
- 3.7 The order of business for all meetings shall be as set forth on an Agenda prepared by Staff, in consultation with the Chairperson. Staff shall provide the proposed Agenda and materials relevant to Agenda items to Commission members prior to the meeting. Members of the Commission who wish to add items to the Agenda shall notify the Chairperson of their request at least five (5) days prior to the scheduled meeting date. The Chairperson, upon approval by all members present at the meeting, may add additional items to the meeting Agenda, provided no unscheduled applications requiring a decision by the Commission shall be added.
- 3.8 It shall be the duty of each Commission member to attend all meetings. It shall also be the responsibility of each Commission member who cannot attend a meeting to notify Staff prior to the scheduled meeting date. Should any member be absent from one-half or more of all meetings held during the year, or miss three (3) consecutive regular meetings without acceptable justification, the Commission by majority vote, reserves the right to recommend to the Board of County Commissioners that the member's resignation be requested.

- 3.9 An Applicant with a request before the Commission should appear on his own behalf or be represented by an agent or attorney. In the absence of any personal appearance on behalf of the Applicant, the Commission may proceed to dispose of the matter on the record before it, or may table the item.
- 3.10 The Commission may postpone or continue any case due to lack of quorum, for further study, or to allow time to receive additional information from the Applicant or the Applicant's representative.
- 3.11 The Commission may postpone or continue any case to allow time to receive additional information from agencies or persons other than the Applicant, such as maps, charts, reports, and studies, needed by the Commission, prior to making a decision.
- 3.12 Any postponement, continuance, or request by the Commission for additional information, as set forth in this Section 3, shall stay the time period normally required for the Commission to make its decision.

#### **SECTION 4. VOTING:**

- 4.1 The number of votes necessary to transact business shall be four. No decision shall be made in the absence of a quorum.
- 4.2 A tie vote by the Commission shall be interpreted as a defeat of the motion upon which the vote was taken.
- 4.3 No Commission member shall vote on a matter in which he (she) has personal involvement. Members are encouraged to consult County counsel as to the propriety of their voting on any matter which may involve a conflict of interest.
- 4.4 Commission members' votes shall be recorded on each motion. Any member present not voting in an audible manner shall have his vote counted as affirmative, unless he specifically signifies abstention.

#### **SECTION 5. CONDUCT OF COMMISSION MEMBERS:**

- 5.1 Speaking for the Commission – A Commission member will not appear to speak for the Commission except as authorized by the Commission. In any public or private statement concerning Commission Affairs, Commission

members will carefully indicate whether they are speaking for the Commission or for themselves.

- 5.2 Gratuities and Entertainment – Commission members shall not accept gifts or compensation from any persons involved in matters which have come or may come before the Commission.
- 5.3 Conduct at Meetings – Commission members shall conduct themselves at Commission meetings in a fair, understanding manner. Commission members shall seek to be considerate of all individuals, attitudes and differences of opinion involved in official Commission business.
- 5.4 Calvert County Ethics Law – Commission members shall comply with the adopted Calvert County Ethics Law.

**SECTION 6. PROCEDURE IN BRINGING MATTERS BEFORE THE COMMISSION:**

- 6.1 Items presented before the Commission shall be as set forth on the Agenda as described in Section 3 of these Rules of Procedure.
- 6.2 Agenda items previously acted upon may be reconsidered prior to the next regular meeting if new substantive information is presented.

**SECTION 7. FINAL DISPOSITION OF ALL MATTERS:**

- 7.1 The request for disposition of all formal petitions or items before the Commission requiring further action by the Board of County Commissioners shall be in the form of a letter of recommendation, signed by the Commission Chairperson.
- 7.2 The Applicant shall be notified of the final disposition taken by the Board of County Commissioners in the form of a letter signed by the Commission Chairperson.

**SECTION 8. DELEGATION OF AUTHORITY:**

- 8.1 The Commission may delegate, by unanimous vote as permitted by law, some of its authority to a member of its Executive Committee in order to expeditiously and efficiently perform the work of the Commission.

**SECTION 9. AMENDMENTS:**

- 9.1 Amendments to these rules of procedure may be introduced at any meeting of the Commission and voted upon at any subsequent regular meeting, with passage requiring majority vote of the membership. All Commission members shall be notified by e-mail or by telephone at least forty-eight (48) hours in advance of voting on amendments.

**SECTION 10. VARIANCE:**

- 10.1 Upon unanimous agreement of the Commission members present at a regular meeting, these procedures may be modified for extenuating circumstances.