

RULES OF PROCEDURE

Effective February 13, 2003

**Code of County Regulations
Title 2 – Office of Planning
Chapter 1 – Landmarks Preservation Commission
Part 2 - Rules of Procedure**

ARTICLE I -- Officers

Section 1. In the absence of the chairman, the vice-chairman shall assume the chair. In the absence of both, the LPC shall elect a chairman pro tempore.

Section 2. The secretary to the LPC will be appointed by the LPC. In the secretary's absence, the chairman may designate another staff person from the Office of Planning to serve as secretary.

ARTICLE II -- Meetings

Section 1. A meeting of the LPC must be held on the second Thursday of each month except August, or when Thursday is a holiday, on such alternative date as the LPC designates. Each meeting thus required is a regular meeting; all other meetings of the LPC are special meetings.

Section 2. Special meetings will be held at the call of the chairman or at the request of at least three members of the LPC.

Section 3. Eight members constitutes a quorum for the transaction of business. Action may be taken only upon affirmative vote of at least seven members

Section 4. The secretary will prepare a preliminary agenda for each regular meeting and will mail it, along with the draft minutes of the previous meeting, to the LPC members, and will make the agenda and minutes available to the public, no later than seven calendar days before the regular meeting.

Section 5. The minutes of a regular or special meeting will be approved by the LPC at a subsequent regular meeting, as soon thereafter as possible; changes will appear in the minutes of the meeting whereat such changes were made, and in the record copy of the minutes changed.

Section 6. Individuals and groups who wish to address the LPC at a regular or special meeting shall register with the secretary by signing the registration sheet posted in the meeting room.

- a. Any person addressing the LPC shall first state his or her name and address.
- b. Any person representing an organization shall state his or her name, the name and address of the organization, and the person's authorization to speak on behalf of the organization. At the chairman's discretion, the person may be asked to provide certification of the authorization.
- c. Nothing above shall be so construed as to bar or discourage any person from testifying as an individual.
- d. The maximum time, if any, allowed for each speaker to comment will be specified by the chairman before comments begin, provided that the chairman may allow a speaker to continue for a longer period of time.
- e. Subsection (d) notwithstanding, repetitive comments on the same issue by more than two persons may be disallowed by the chairman, at the chairman's discretion.
- e. Comments will be received only from the place provided for that purpose, as designated by the chairman.
- f. Nothing above shall be so construed as to bar or discourage any person or from submitting written information, which is encouraged, within the necessary time limits for action by the LPC.

Section 7. The chairman of the LPC may, upon relinquishing the chair, participate in discussion of any issues brought before the LPC. Brief comments may be made by the chairman without relinquishing the chair.

Section 8. The chairman shall vote on all matters under consideration whether or not his or her vote determines the outcome. The chairman shall be the last person to vote on a motion. Voting shall be conducted so that the record indicates the vote of each member on each motion or, if absent or not voting, indicating such fact.

Section 9. Except as otherwise provided in these Rules, the LPC shall use *Robert's Rules of Order Newly Revised* concerning the transaction of business.

ARTICLE III -- Committees

Section 1. Ad hoc committees may be appointed by the chairman of the LPC at any time. The chairman will designate the chairman of each committee and will establish the purpose of the committee. All members of the LPC may serve on any ad hoc committee. Meeting of ad hoc committees will, to the extent necessary to achieve the committee's purposes, be conducted in accordance with these rules of procedure.

Section 2. The chairman of the LPC may at any time appoint a technical committee, consisting of a designated chairman and one or more other LPC members, for the purpose of obtaining information on matters pending before the LPC, such as by conducting site visits.

Section 3. No committee is authorized to transact business, render decisions, or take actions on behalf of the LPC.

Section 4. The activities and discussions of all committees are open to public observation, except that neither the LPC nor any technical committee of the LPC may authorize entry onto private property against the wishes of the property's owner.

ARTICLE IV -- Public Hearings

Section 1. Unless special rules are established pursuant to Section 2 below, the LPC shall conduct public hearings according to the standard rules Article II, Section 6.

Section 2. The LPC may establish special hearing rules when the standard rules set forth above are found to be unsuitable in some respect because of unusual circumstances.

Section 3. In addition to publishing notices of public hearings as required by law, the secretary shall make reasonable efforts to publicize forthcoming public hearings by other feasible and convenient means.

Procedural history:

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