

**Bylaws of the
Maryland Fire-Rescue Education Training Commission**

Approved May 22, 2019

PREAMBLE

Pursuant to the powers vested in the Maryland Fire Rescue Education Training Commission as provided by law, the following are hereby adopted and declared as the Bylaws of the Maryland Fire Rescue Education Training Commission.

ARTICLE I

NAME, PURPOSE, AND POWERS

Section 1. Name and Purpose

- A. The Maryland Fire-Rescue Education Training Commission (hereafter “the Commission”) is the body established by law to cooperate with and assist schools in coordinating and improving all emergency services education and training activities. The duties of the Commission are set forth in § 11-503 of the Education Article of the Annotated Code of Maryland.

- B. The Commission is within the Maryland Higher Education Commission (MHEC).

Section 2. Powers

The Commission shall perform the duties and exercise the powers specified in §§ 11-501 – 11-503 of the Education Article of the Annotated Code of Maryland and any regulations adopted thereunder.

ARTICLE II

OFFICERS AND MEMBERS OF THE COMMISSION AND THEIR SELECTION

Section 1. Commission Officers, Members and Their Terms

- A. The Commission consists of 13 members appointed by the Governor with the advice and consent of the Senate. Each member serves for a term of four (4) years and until a successor is appointed and qualified. (Educ. § 11-502).

- B. The officers of the Commission shall be the Chair and the Vice Chair.

Section 2. Selection of Commission Officers

- A. The Governor shall designate one of the members of the Commission as the Chair of the Commission. The Chair serves at the pleasure of the Governor.

- B. The Vice Chair shall be elected annually by majority vote at a Commission meeting. A vacancy in the office of Vice Chair shall be filled by majority vote at a Commission meeting. An officer elected to fill a vacancy shall serve for the remainder of the predecessor’s term or until a successor is selected.

ARTICLE III DUTIES OF OFFICERS

Section 1. The Commission Chair

- A. The Chair shall represent the Commission before all public bodies or designate another member to perform that function; shall preside at all meetings of the Commission; shall direct the work of the Commission and the Commission's standing and ad hoc committees in order to assure that the Commission's statutory responsibilities are discharged; and shall perform such other duties as prescribed in these Bylaws or assigned by the Commission consistent with the law.

Section 2. The Commission Vice Chair

- A. The Vice Chair shall, at the request of or in the absence of the Chair, perform all the duties of the Chair and, while so doing, have and exercise all the authority and powers of the Chair; and shall perform such other duties as may from time to time be assigned by the Commission consistent with the law.

ARTICLE IV COMMISSION MEETINGS

Section 1. Regular Commission Meetings

- A. The Commission shall hold no less than six regular meetings during each calendar year.
- B. The Chair shall propose the time and location for the required regular meetings for each calendar year for adoption by the Commission.
- C. Notice of time and place for each Commission meeting shall be given in writing to each Commission member as soon as practicable and no less than five days in advance of such meeting.

A meeting agenda shall be provided to each Commission member and made public in advance of each meeting. The agenda shall be prepared by MHEC in consultation with the Chair.

Section 2. Special Commission Meetings

- A. A special meeting may be called at any time by the Chair or upon request of any six voting members of the Commission. The convening of a special meeting shall be contingent upon satisfaction of the notice requirements in Article IV, Section 1.C of these Bylaws, unless those requirements are waived by a majority of the members of the Commission then serving on the Commission. The waiver may be approved by telephone or other electronic modes of communication.

Section 3. Location and Notice of Commission Meetings

- A. The Chair, in consultation with the Commission members, shall determine the location of each regular or special Commission meeting.
- B. At the discretion of the Chair, a regular or special meeting may be conducted in whole or in part by telephone or by other interactive modes of communication.

- C. In the event that a majority of the members of the Commission then serving on the Commission waive the notice requirements, notice of the waiver and the special meeting shall be immediately provided to each member of the Commission by telephone or other electronic modes of communication and confirmed in writing.

Section 4. Conduct of Commission Meetings

- A. A quorum consists of seven members, one of whom shall be the Chair or Vice Chair.
- B. All Commission meetings shall be conducted in accordance with the Maryland Open Meetings Act, §§ 3-201 through 206 of the General Provisions Article of the Maryland Annotated Code.
- C. Voting on all matters before the Commission shall be by voice vote unless otherwise directed by the Chair. In all cases where a vote is taken, the yeas, nays and abstentions shall be separately recorded, with the exception of a unanimous vote, which may be recorded as such.
- D. Individuals desiring to address the Commission at a regular or special meeting may request that opportunity by submitting a written request to the Chair no later than seventy-two hours prior to the meeting. The request shall be acted upon by the Chair, who may at his or her discretion deny it, grant it, or grant it subject to limitations on the scope of time of presentation. No individual or group shall be entitled to address the Commission unless the subject of the presentation is deemed relevant by the Chair and the duration of the presentation does not exceed limits imposed by the Chair. The restrictions in this paragraph do not prevent the Chair, at his or her discretion, from recognizing persons for comment during a Commission meeting.

Section 5. Records of the Proceedings of the Commission

- A. Minutes of each Commission meeting shall be signed by the Chair of the Commission and distributed to each Commission member before or at the next regular Commission meeting. Minutes may be amended by vote of the Commission at the next regular Commission meeting.
- B. Minutes shall be maintained in a form accessible to the public in the principal offices of the Commission.

ARTICLE V COMMISSION COMMITTEES

Section 1. Standing Committees, Ad Hoc Committees, and Commission Liaisons

- A. The Commission may establish and designate standing committees, ad hoc committees, and Commission liaisons. The Chair shall be an ex officio member of all committees, and an ex officio liaison to all Commission stakeholder groups. Only members of the Commission shall be entitled to serve as voting members of standing committees, ad hoc committees, or as Commission liaisons.
- B. Upon appointment by the Governor or as soon thereafter as practicable, the Chair shall appoint members to each of the standing committees and shall designate the chair and vice chair of each. In making such appointments, the Chair of the Commission shall determine the number of members on each standing committee, with no committee consisting of fewer than three (3) members. A member of a committee shall serve until a successor is selected. In case of a vacancy on a standing committee, the Chair of the Commission shall appoint a new member for the unexpired term.

- C. Each committee member and Commission liaison shall serve at the pleasure of the Chair of the Commission. Members of the Commission may serve as members of standing committees and Commission liaisons for consecutive terms without limitation.
- D. The standing committees, ad hoc committees, and Commission liaisons shall be determined by the Chair of the Commission, in consultation with Commission members.
- E. The responsibilities of each standing committee, ad hoc committee, and Commission liaisons shall be determined by the Chair, in consultation with Commission members. Those responsibilities shall be designated to ensure the Commission effectively and efficiently performs its statutory responsibilities.
- F. The ad hoc or standing committee chair shall, in conjunction with the other committee members, recommend committee responsibilities to the Chair of the Commission, ensure that committee responsibilities are accomplished and provide a committee report at regular meetings and as requested by the Chair of the Commission. The committee Vice Chair shall assist the committee Chair with their duties, and assume the duties of the committee Chair in their absence.
- G. The Chair of the Commission shall designate a Primary Liaison for each established Commission liaison function. The Chair of the Commission may also designate a Secondary Liaison for each established Commission liaison function. The Primary Liaison shall make every effort to attend meetings and functions of the group to which they serve as a liaison, and shall provide a report to the Commission at regular meetings and as requested by the Chair of the Commission. The Secondary Liaison shall assist the Primary Liaison with their duties, and shall assume the duties of the Primary Liaison in their absence by attending meetings and functions of the group to which they serve as a liaison, and providing a report to the Commission at regular meetings and as requested by the Chair of the Commission.
- H. The Commission shall maintain a list of standing committees, ad hoc committees, and Commission liaisons and their respective responsibilities. The list shall be made accessible to Commission members.

Section 8. Location and Notice of Standing Committee and Ad Hoc Committee Meetings

- A. A meeting shall be called by the Committee Chair, who shall, to the maximum extent possible under the circumstances, consult with and notify the Chair of the Commission regarding the date, time, and location of the meeting.
- B. Notice of the time and place for each committee meeting shall be given in writing to each committee member no less than five days in advance of such meeting, unless that requirement is waived by unanimous vote of the members of the committee. The Committee Chair shall give such other notice as may be appropriate.
- C. The notice shall include a meeting agenda. The agenda shall be prepared by the Committee Chair with support from MHEC staff.
- D. Conducting electronic or audio conference call standing or ad hoc committee meetings may be used at the discretion of the committee chair and consistent with the Open Meetings Act.

Section 9. Conduct of Standing Committee and Ad Hoc Committee Meetings

- A. A majority of the voting members of a committee shall constitute a quorum for the conduct of committee business. The chair of a committee may invite other commission members to the meetings of a committee and, in the absence of a quorum of a committee such commission members may be empowered by the chair of a committee to vote on a particular matter before a committee and otherwise constitute a quorum for the conduct of committee business.
- B. All committee meetings shall be conducted in accordance with the Maryland Open Meetings Act, §§ 3-201 through 206 of the General Provisions Article of the Maryland Annotated Code.
- C. Voting on all matters before the committee shall be by voice vote unless otherwise directed by the chair of the committee. In all cases where a vote is taken, the yeas, nays, and abstentions shall be separately recorded, with the exception of a unanimous vote which may be recorded as such.
- D. The transactions of every public committee meeting shall be memorialized, in summary form, and the minutes thereof shall be included in the record of the next regular meeting of the Commission.

Section 10. Records of the Proceedings of Standing Committee and Ad Hoc Committee Meetings

- A. Minutes of each committee meeting shall be approved and signed by the chair of the committee and distributed to each committee member before or at the committee's next meeting. Minutes may be amended by vote of the committee at its next meeting. Minutes shall be maintained in a form accessible to the public in the principal offices of the Commission.

**ARTICLE VI
AMENDMENTS TO THE BYLAWS**

Section 1. Amendments

- A. These Bylaws may be amended by a majority of the voting members of the Commission at any meeting of the Commission, subject to the approval of MHEC; provided, however, that no proposed amendment shall be acted upon unless the written text of the amendment is sent to the Chair of the Commission and each member of the Commission at least fourteen days prior to the vote.

**ARTICLE VII
REPEAL OF PRIOR PROVISIONS**

Section 1. The Chair

- A. These Bylaws supersede and replace any bylaws adopted prior to May 22, 2019, by the Commission or its predecessors and any regulations or policies of the Commission or its predecessors to the extent inconsistent with any provision contained these Bylaws.