

DC Metroplex BWI Community Roundtable Charter

as amended November 7, 2017

1 Organization Name: DC Metroplex BWI Community Roundtable

2 Purpose

3 The Community Roundtable is an initiative of the Maryland Department of Transportation's Maryland Aviation
4 Administration (MAA), at the request of the Federal Aviation Administration (FAA). The Roundtable shall be responsible
5 for the following, provided that the Roundtable is provided with the relevant technical and explanatory information in a
6 timely manner:

- 7 • Monitoring the implementation of air traffic procedures established by FAA in the District of Columbia
8 Metroplex Project, including but not limited to the procedures implemented under the NextGen
9 program;
- 10 • Identifying possible alternative routings and procedures;
- 11 • Evaluating noise effects and other environmental effects, of possible route changes; and
- 12 • Making recommendations to the FAA for further consideration.

13 Representatives

14 The Roundtable includes representation from a wide range of stakeholders as identified in the table below.

Communities (Voting)	16 Representatives, representing the following Maryland State Legislative districts as adopted on February 24, 2012 (per Maryland Constitution Article III, Section 5), as follows:	
	Airport District 32	3
	District 12	2
	District 13	2
	District 33	2
	District 31	2
	District 9	2
	District 44	1
District 30	2	
Representatives for Anne Arundel, Howard and Baltimore County Exec. Offices (Voting)	Office of County Executive Allan H. Kittleman, Howard County	1
	Office of County Executive Steven R. Schuh, Anne Arundel County	1
	Office of County Executive Kevin B. Kamenetz, Baltimore County	1
Representatives for Anne Arundel and Howard County Councils (Voting)	Office of the Anne Arundel County Council Chairman	1
	Office of the Howard County Council Chairman	1

17 The Senator for each Legislative District listed above shall be responsible for designating Representatives to the
18 Roundtable. Anne Arundel, Howard and Baltimore County Executives shall each appoint one Representative for their
19 respective counties. Representatives shall serve two-year terms, and may be re-appointed. At the end of a term, a
20 Representative continues to serve until a successor is appointed. A Representative may withdraw at any time from
21 participation on the Roundtable by a written notice to the Chair. If a Representative is unable to attend they may send
22 an Alternate Representative who can vote in their absence. Absence of a Roundtable Representative from two
23 consecutive regular meetings without sufficient justification (as determined by the Chair) shall be equivalent to
24 resignation.

25 If there is a vacancy, a new Representative may be designated by the organization that designated the predecessor. A
26 Representative who is appointed after a term has begun serves only for the rest of the term and until a successor is
27 appointed.

28 Guidelines for community representatives:

- 29 • Ability to assimilate and communicate information related to airport operations, facilities and noise at
30 BWI Marshall Airport
- 31 • Available for evening and daytime meetings

32 Advisory Groups

33 The following table presents organizations that serve in a technical advisory, non-voting role.

Aviation Users (Advisory)	Commercial Carrier – Southwest Airlines SWA
	Air Cargo Association
	National Business Aviation Assoc. (NBAA)
FAA (Advisory)	BWI Marshall Air Traffic Control Tower
	Potomac Consolidated TRACON
	FAA Capital District
Other Government Organizations (Advisory)	Maryland Aviation Administration (MAA)

34

35 The FAA shall identify their Technical Advisors and the MAA will identify the aviation user Technical Advisors.

36 Officers/Elections

37 A majority of the quorum of the Roundtable Voting Representatives shall elect a Chair and Vice Chair. Officers shall
38 serve one-year terms, and may be re-elected. The Chair shall work with MAA staff to prepare meeting agendas; preside
39 over meetings; and review and endorse meeting notes for the Roundtable's approval.

40 Meetings

41 The Roundtable shall ordinarily meet monthly, at the MAA offices located at 991 Corporate Boulevard Linthicum
42 Maryland, 20190, with a regular agenda. A majority of the appointed Voting Representatives of the Roundtable shall
43 constitute a quorum for the purpose of conducting meetings and voting.

44 The Roundtable shall record recommendations it adopts, and present them to the MAA for transmission to the FAA.

45 Opportunity for public comment shall be designated on each meeting agenda. At the discretion of the Chair,
46 opportunities for public comment may also be offered during discussion of specific topics. A time limit for comments
47 shall be established.

48 All meetings shall be conducted in accordance with Maryland Open Meetings Act.¹ Business of the Roundtable shall
49 otherwise be conducted informally, with procedural questions resolved by reference to the Robert's Rules of Order.²

50 Record of Meetings and Availability of Materials

51 Meeting notes shall include comments, questions, and decisions made by the Roundtable. Notes shall be taken by the
52 MAA, for distribution, after review and approval by the Chair. All meeting agendas, presentations, and minutes will be
53 posted on the MAA website after review by the Roundtable.

54 Procedures

55 Reasonable administrative support for the Roundtable's work program shall be provided by the staff of the MAA, and
56 coordinated by the Chair and Vice Chair. Support may include reasonable activities such as publication and distribution
57 of meeting notices and agendas, taking meeting notes, reproduction of discussion materials, documentation of decisions
58 and recommendations, public affairs liaison by the MAA Public Information Officer and other such tasks as agreed upon
59 by the Chair and the MAA.

60 Funding

61 Funding support for programs proposed by the Roundtable shall be addressed in the regular budgetary process of the
62 MAA. Representatives of the Roundtable shall serve without compensation.

63 Charter Amendments

64 The Charter shall be amended by a simple majority decision of the Voting Representatives of the Roundtable at a
65 meeting, provided that a quorum is present.

66 Annual Report

67 The Chair shall present an annual written report, or written interim report as the Chair sees fit, containing a description
68 of the progress and/or problems in carrying out the Purpose of the Roundtable. This annual (or interim) report shall be
69 sent to the Representatives of the Roundtable, the United State Senators from Maryland, United States Representatives
70 from Maryland, the Senators of each Maryland State Legislative district represented on the Roundtable, the Governor
71 of the State of Maryland, the County Councils and County Executives of the counties represented on the Roundtable.
72 This annual report, other than the interim report which shall be produced at the discretion of the Chair, shall be
73 submitted no later than January 30th of each year summarizing the activities of the prior year's operation of the
74 Roundtable or a portion of prior year's operation of the Roundtable, as applicable. This report shall be also be available
75 to the public.

¹ Maryland Attorney General, 2016.

http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/10_1_16_OPEN_MEETINGS_ACT.pdf

² Robert, Henry M., Daniel H. Honemann, Thomas J. Balch, Daniel E. Seabold, and Shmuel Gerber. Robert's Rules of Order Newly Revised, 11th edition. De Capo Press, 2011.

Or see: The Official Robert's Rules of Order Web Site. <http://www.robertsrules.com/>