

BYLAWS OF THE MARYLAND PRISON EDUCATION DELIVERY REFORM COMMISSION

PREAMBLE

Pursuant to the authority established in Senate Bill 623 (2024) and House Bill 877 (2025) House Bill 814 (Chapter 735 of 2024), the following Bylaws are adopted to govern the Maryland Prison Education Delivery Reform Commission.

ARTICLE I. NAME, PURPOSE, AND POWERS

Section 1. Name

The name of this body shall be the Prison Education Delivery Reform Commission (hereafter “the Commission”).

Section 2. Purpose

The purpose of the Commission is to:

1. Convene an advisory stakeholder group that includes organizations with experience in:
 - a. criminal justice policy reform;
 - b. advocating for individuals with learning disabilities and those from marginalized communities; and
 - c. restorative justice; and
 - d. peer recovery and support services;
2. Work with the advisory stakeholder group, including conducting roundtable discussion forums seeking public input in all geographic regions of the State;
3. Develop an education-focused statewide framework of policies to invest in strategies to increase public safety and reduce recidivism of adult offenders, using a data-driven approach;
4. Research best practices for the primary, secondary, postsecondary, and career or vocational education of those who are subject to the criminal and juvenile justice systems;
5. Identify measures to mitigate risk factors that contribute to adult contact with the criminal justice system, with a focus on education; and
6. Evaluate current workforce programs in which incarcerated individuals participate and the programs’ effectiveness in training for employment opportunities that result in living wages; and
7. Request technical assistance from
 - a. The Abell Foundation;

- b. The Annie E. Casey Foundation;
- c. The Council of State Governments;
- d. The Vera Institute of Justice;
- e. the Coalition on Adult Basic Education;
- f. the RAND Corporation; and
- g. other similar organizations.

Section 3. Powers

- 8. The Commission shall perform the duties and exercise the powers granted under Senate Bill 623 (2024), House Bill 877 (2025), and other pertinent provisions of law.
- 9. The Commission may hold meetings, request data, establish workgroups, perform site visits, and adopt rules necessary to fulfill its statutory mandate.

ARTICLE II. MEMBERSHIP

Section 1. Appointment

The Commission shall consist of 24 members, including:

- 1. Three (3) senators appointed by the President of the Senate;
- 2. Three (3) delegates appointed by the Speaker of the House;
- 3. The Secretary of Public Safety and Correctional Services, or the Secretary's designee;
- 4. The Secretary of Juvenile Services, or the Secretary's designee;
- 5. The Attorney General, or the Attorney General's designee;
- 6. The Public Defender of Maryland, or the Public Defender's designee;
- 7. A Representative of the Maryland Judiciary, appointed by the Justice of the Supreme Court of Maryland;
- 8. The Secretary of the Maryland Higher Education Commission, or the Secretary's designee;
- 9. The Secretary of Labor, or the Secretary's designee;
- 10. The State Superintendent of Schools, or the State Superintendent of School's designee; and
- 11. 10 members appointed by the Governor; including any other member with expertise relevant to the work of the Commission

Section 2. Term of Service

- 1. Commissioners shall be appointed to serve until the expiration of the Commission.
- 2. Members shall serve without compensation.

Section 3. Duties

1. Members shall attend meetings, serve on workgroups, contribute to deliberations, and comply with ethics requirements.
2. Attendance requirements outlined in State Government Article § 8-501 of the Annotated Code of Maryland require members appointed by the Governor to attend at least 50% of the meetings during any consecutive 12-month period.
3. Commission members may send a designee in their place up to two times a year in case of the regular member's unavailability.
4. Each member must notify GOCPP staff in writing and at least 24 hours before the meeting of a designee's attendance.
5. The members shall have joint powers that can be exercised only when the Commission is meeting.
6. No member has the authority to act individually and independently in the name of the Commission.

Section 4. Resignation

1. Resignation must be submitted in writing to the Chair.

Section 5. Removal

1. The Commission may make recommendations to the appropriate appointing body that a Commission Member's appointment be withdrawn.
2. The Commission's recommendation for removal must be preceded by two thirds vote of Commissioners, at any regularly scheduled or special meeting of the Commissioners, whenever it is in the best interests of the Commission.
3. Failure to attend three consecutive meetings without excuse shall constitute a resignation from the Commission.
4. The Governor, President of the Senate, or Speaker of the House may remove a member at any time, with or without cause, upon written notification to the member.

Section 6. Advisory Stakeholder Group

1. The Advisory Stakeholder Group consists of individuals and organizations with experience as outlined in SB 623.
 2. Advisory Stakeholder Group members must be confirmed by the Commission Chair.
 3. Advisory Stakeholder Group members can participate in Commission meetings, suggest topics for Commission discussion, contribute to Commission reports, and generally be involved in Commission business.
 4. Advisory Stakeholder Group members cannot vote on Commission business, or participate in Commission meetings where votes are being held (except for standard meeting minute approvals).
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ARTICLE III. OFFICERS AND STAFF

Section 1. Officers and Term of Service

1. The officer of the Commission is the Chair.
2. The Chair serves at the pleasure of the Governor, President of the Senate, and Speaker of the House.
3. An officer shall serve for the duration of their term as a Commissioner.

Section 2. Duties

Chairperson

The Chairperson shall be appointed from among the members of the Commission by the Governor, President of the Senate, and Speaker of the House. The Chairperson is responsible for the following tasks:

1. Presides over all Commission meetings.
2. Reports the outcome of matters brought before the Workgroup Chairs to the full Commission at Commission meetings.
3. Coordinates with workgroup Chairs to oversee long-range Commission planning and implementation activities and strategies.
4. Works cooperatively with GOCPP staff on policy matters involving full Commission activities, roles and responsibilities.
5. Assigns appropriate members with tasks necessary to facilitate the full Commission's decision-making and long-term strategic planning.

Vice-Chairperson

Shall be appointed by the Chairperson from among the members of the Commission.

1. Presides over all meetings of the Commission in the absence of the Chairperson.
2. Assumes all other responsibilities of the Chairperson in the Chairperson's absence, where appropriate.

Governor's Office of Crime Prevention and Policy Staff

1. Works collaboratively with Commission and workgroup members to assist members in fulfilling their required roles and responsibilities.
2. Maintains and creates meeting documents such as meeting notices, agendas, minutes, and recordings.
3. Ensures compliance with the Open Meetings Act.
4. Coordinates between state and federal agencies, local governments, and organizations.
5. Serves as point-of-contact for logistical matters.
6. Assists in long-term strategic planning and decision-making.

7. Attends all Commission and workgroup meetings.

ARTICLE IV. MEETINGS

Section 1. Regular Meetings

1. The Commission shall meet at least six (6) times per year. Commission meetings are assumed to be held virtually unless otherwise noted.
2. The Chair shall annually present a schedule of the time and place for regular meetings for the ensuing year for approval by the Commission.
3. The Chair, in consultation with GOCPP, shall determine the location of each regular or special Commission meeting.
4. Notice of time and place for each Commission meeting shall be given in writing to each Commission member no less than one (1) day in advance of such meeting.
5. The notice shall include a meeting agenda. The agenda shall be prepared by GOCPP staff in consultation with the Chair. Discussions and actions by the Commission shall not be limited to the items in the agenda but may include any business consistent with these Bylaws and the statutory duties and powers of the Commission.
6. Workgroups meet at a schedule established by the workgroup chairs.

Section 2. Special Meetings

1. May be called by the Chair or majority of members.
2. The convening of a special meeting shall be contingent upon satisfaction of the notice requirements in Article IV, Section 1.3 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. Quorum

1. A majority of serving members constitutes a quorum.
2. No formal action may be taken by the Commission without the approval of a majority of the members of the Commission then serving on the Commission.

Section 4. Voting

1. All Commission meetings shall be conducted in accordance with the Maryland Open Meetings Act (Title 3 of the General Provisions Article, Annotated Code of Maryland).
2. Voting on all matters before the Commission shall be by voice vote unless otherwise directed by the Chair.
3. Actions require a majority vote.
4. Proxy voting is not permitted.
5. Asynchronous voting is not permitted.
6. Unless otherwise inconsistent with these Bylaws, the conduct of all Commission meetings, including meetings of standing workgroups and ad hoc committees, shall

be governed by the rules contained in the latest revised version of Robert's Rules of Order.

Section 5. Remote Participation

1. Virtual participation is permitted.

Section 6. Closed Sessions

1. Closed sessions must comply with the Open Meetings Act.

Section 7. Records and Minutes

1. Meeting materials and minutes of each Commission meeting shall be distributed to each Commission member before the next regular Commission meeting.
2. Minutes may be amended by vote of the Commission at the next regular Commission meeting.
3. Records and minutes shall be maintained on the Commission's website to be accessible to the public.

ARTICLE V. WORKGROUPS AND COMMITTEES

Section 1. Workgroups

4. The Commission may establish both standing workgroups and ad hoc committees.
5. Each workgroup chair and member shall serve at the pleasure of the Chair of the Commission.

Section 2. Membership

1. The Chair shall be an ex officio member of all workgroups and ad hoc committees.
2. Upon appointment by the Governor or as soon thereafter as practicable, the Chair shall appoint members to each of the standing workgroups and shall designate the Co-chairs of each.
3. Commission members will express interest in assignments to workgroups.
4. The Commission Chair will make final selections.

Section 3. Workgroup Chair Duties

1. Shall be appointed from among the members of the Commission by the Commission Chair.
2. Presides over all workgroup meetings.
3. Identifies workgroup goals.
4. Coordinates with GOCPP staff and workgroup members to schedule meetings as needed to perform workgroup duties.
5. Reports to the Commission Chair on workgroup activities.

6. Assigns workgroup members with tasks.

Section 4. Member Responsibilities

1. Workgroups study assigned issues and draft recommendations.
2. The standing workgroups of the Commission shall be the workgroups on Adult Basic Education, General Educational Development, and Special Education (ABE, GED, and SPED); Higher Education; and Career Technology and Workforce Development.
1. ABE, GED, and SPED - Evaluates and recommends policy improvements for programs improving literacy and targeting the obtainment of high school diplomas.
2. Higher Education - Evaluates and recommends policy improvements for higher education in prison programs.
3. Career Technology and Workforce Development - Evaluates and recommends policy improvements for career technology and workforce development programs, including occupational and transitional programs.

Section 5. Advancing Reports

1. Reports must be approved by quorum and majority vote of the workgroup.
2. Only voting members of the Commission shall be entitled to serve as voting members of standing workgroups and ad hoc committees.
3. Reports approved by workgroups must be submitted to the full Commission for an official position.
4. All workgroups will prepare complete reports of activities and submit them to the Commission by the June meeting or upon completion of a given task, whichever comes first.

Section 6. Ad Hoc Committees

1. Ad hoc committees may be created by order of the Chair.
2. The members of an ad hoc committee shall be appointed by the Chair of the Commission, who shall also designate the chair of the ad hoc committee.
3. Ad hoc committees shall normally have a life not to exceed one year, unless renewed for a specific additional period by the Commission or the Chair of the Commission.

ARTICLE VI. PUBLIC ACCESS AND RECORDS

Section 1. Open Meetings Act

1. All meetings shall comply with the Act.

Section 2. Public Information Act

1. Records are public unless they are required to be confidential, as in case files for the Fatality Review workgroup.

Section 3. Record Retention

1. Minutes and recordings must be retained for at least five years.
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ARTICLE VII. CONFLICTS OF INTEREST AND ETHICS

1. Members shall avoid conflicts, recuse when necessary, and comply with ethics rules.
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ARTICLE VIII. ANNUAL REPORT

1. The Commission shall prepare and approve an annual report each year by June 1.
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ARTICLE IX. AMENDMENTS

1. These Bylaws may be amended by a two-thirds vote, with prior notice.
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ARTICLE X. REPEAL OF PRIOR PROVISIONS

- These Bylaws supersede and replace any bylaws or provision adopted prior to DATE, 2026, 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.

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Approved: