

# **CITY CONSERVATION BOARD**

## **BY-LAWS**

**October 2019**

### **ARTICLE I – CITY CONSERVATION BOARD, PURPOSE**

Section 1: The name of this municipal board shall be The Livingston City Conservation Board.

Section 2: The Livingston City Conservation Board is organized for the purpose of identifying opportunities for the City of Livingston to reduce costs and promote sustainable growth by implementing energy efficient equipment, procedures, or systems and incorporate renewable energy feasible. Additionally, the Board can aid in community-wide sustainability education and promote opportunities for citizens to fund private energy saving projects. The Board shall advise the City Commission on topics such as:

- Building efficiency strategies
- Renewable energy
- Recycling
- Tracking of energy use
- Energy saving initiatives

### **ARTICLE II – MEMBERSHIP**

Section 1: The membership of the Livingston City Conservation Board shall consist of five (5) citizen members and one (1) youth member appointed by the Chair of the Commission with the consent of the Commission.

### **ARTICLE III – MEETINGS**

Section 1: The monthly meetings will be held on the second Thursday of each month at the City-County Building. The meetings will start at 5:30 p.m.

Section 2: Special Meetings. Special meetings may be called by the Chair and one other Board member.

Section 3: Notice. All meetings will be noticed in accordance with City noticing policy, City Ordinance and State law.

## ARTICLE IV – ADVISORY BOARD

Section 1: Board Role, Size, Compensation. The Livingston City Conservation Board shall have five (5) members. A sixth (6<sup>th</sup>) seat shall be reserved for a youth member between the ages of 15-19, if available, and will be granted full voting rights. It is desired the Board strive to maintain representation from the business community and environmental organizations. The Board receives no compensation other than reasonable expenses.

Section 2: Terms. Members shall be appointed to two (2) year overlapping terms based on the calendar year with the youth member serving a one (1) year term based on the school year (July-June). To establish the overlapping terms of office, the appointment of three Conservation Board members shall be for a one (1) year term and two members shall be appointed to two (2) year terms and the youth member will be appointed in the first July after the Board is created. Thereafter, all other appointments to the Livingston City Conservation Board shall be for two year terms with the exception of the youth member.

Section 3: Quorum. A quorum consists of a majority of appointed Board members. No official action can be transacted or motions made or passed without a quorum present.

Section 4: Officers and Duties. At the first meeting of each calendar year, the Board will elect, from its members, a Chair and a Vice-Chair. The Chair will perform the following duties:

1. Control and run all meetings to include deciding who will have the floor, how debate will take place, and maintaining order.
2. Sign all official documents of the Board.
3. Assure that minutes are taken of the Board's meetings.
4. Promote efficient use of the Board's time while assuring that all interested parties have an opportunity to participate in Board activities.

The Vice-Chair shall perform the duties of the Chair in the Chair's absence.

The Board may choose to elect a Secretary. The Secretary shall be responsible for keeping records of the Board actions and/or recommendations, including overseeing the taking of audio recordings and minutes, sending out meeting announcements and distributing copies of minutes and the agenda to each Board member. If the Board chooses not to elect a Secretary, the Secretary duties shall be accomplished by the Chair.

Section 5: Order. Meetings will be run under "Robert's Rules of Order". All speakers, including board members, must be recognized by the Chair and granted the floor before proceeding. Speakers should direct their comments to the Board through the Chair and avoid speaking directly to any member. Likewise, members must ask the Chair's permission to directly question a speaker.

Formality must be maintained when conducting a public hearing. Comments for and against an issue must be called for three (3) times each and the Chair needs to see that the comment stays on the subject and does not become repetitive.

When voting on an issue, the Chair shall call for those “in favor” and those “opposed”. The Chair will tally the votes and, once the vote is done, will announce whether the motion passes or fails and state the number of votes for and against. The vote of each member will be reflected in the minutes of the meeting.

Section 6: Conduct of Business and Communication. In making recommendations to the City Commission relating to energy conservation, the Conservation Board will seek to ensure the integrity of the public record of its proceedings.

The Conservation Board’s communication with the Governing Body shall be through its formal recommendation for conservation measure. The Board’s recommendation will, at a minimum, include: A cover letter stating the recommendation; the Board’s supporting facts, and any exhibits relating to the issue.

Section 7: Vacancies. When a vacancy on the Board exists, the City Administration will initiate the advertising process outlined in the City Commission’s Board policy.

Section 8: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary or Chair. The Board shall recommend to the City Commission the removal of any member who has accumulated three unexcused absences from Board meetings in one year. A Board member may be removed for cause by the City Commission.

## ARTICLE V – AMENDMENTS

Section 1: These Bylaws may be amended when necessary by majority vote of the City Commission.

These Bylaws were approved at a regular meeting of the Livingston City Commission on

This \_\_\_\_\_ of \_\_\_\_\_, 2019.