

# **CITY CONSERVATION BOARD**

## **BY-LAWS**

**May 2020**

### **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.

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 1<sup>st</sup> of October, 2019. 

These Bylaws were amended to show a meeting start time of 5:00 p.m. during a regular meeting of the Livingston City Commission on May 19, 2020.

