

BY-LAWS

ENGLEWOOD SUSTAINABILITY COMMISSION

ARTICLE I

1. Name

The name of the organization is **“Englewood Sustainability Commission”** hereinafter referred to as the “Commission.”

2. Creation

The Commission was duly organized as a result of an ordinance and resolution adopted by the City Council on November 5, 1990, which ordinance adopted the “Keep America Beautiful System.” In August, 2021, the Commission was updated to become the Englewood Sustainability Commission.

3. Duties

The duties of said Commission shall be to promote public interest in the general improvement of the environment of the City of Englewood. This shall include:

- Making recommendations to City staff on the initiation, planning, direction, coordination, and implementation of programs, for protection of the environment in conjunction with and in cooperation with citizens, government, businesses and industries within the City limits of Englewood on a substantial basis;
- Encouraging sustainable actions throughout the city, including encouraging city government, community members and businesses to adopt practices and strategies to protect and improve the environment;
- Advise and recommend plans to departments of the City for the beautification of Englewood and otherwise promote public interest in the general improvement of the environment of the City of Englewood consistent with Ordinance No. 50, Series of 1990. However, nothing herein shall be construed to abridge or change the powers and duties of other commissions, departments, boards, and like agencies of the City of Englewood;
- Provide a space for public engagement where input can be given and feedback heard and considered regarding sustainability-related issues
- Seek relationships and partnerships within the community on common sustainability efforts;
- Monitors and collects, along with staff, best practices on municipal sustainability programs;
- Provide input to staff in the development of the annual City of Englewood Sustainability Plan, including the inclusion of projects and setting of performance targets;

- On an annual basis, provide Council with an update on the programs and initiatives included in the sustainability plan; and
- Provide written recommendations, documented by staff, to Council relative to sustainability programs and initiatives.

4. Powers

In order to perform the duties enumerated in Section 3 above, the Commission shall have the following authority:

1. To adopt by-laws to facilitate the attainment of its purpose and functions.
2. To plan, initiate, direct and coordinate community-wide efforts to achieve its goals.
3. To make recommendations to the City Council about existing or potential items in the Sustainability Plan.
4. To make recommendations to the City Council as well as to the private sector regarding measures which it deems necessary to accomplish its objectives.
5. To solicit and accept donations and appropriations of money, services, products, property, and facilities for expenditures and use by the Commission for the accomplishment of its objectives.

ARTICLE II

1. Structure

The Commission shall be composed of nine (9) members who will serve without remuneration. Commission members shall be appointed by the City Council consistent with City Ordinance #50, Series of 1990.

2. Officers

The Chair and the Vice Chair shall be elected by a majority vote of the Commission. Chair and Vice Chair, together with the Staff Liaison, shall comprise the Executive Committee of the Commission. The Executive Committee shall report in a timely manner to the Commission on all its activities. The Executive Committee shall implement urgent items between meetings, identify long-term issues, and recommend direction for full Commission.

3. Committees

The Commission may establish Standing Committees which are necessary for the purposes of the Commission. Each Standing Committee shall be composed

of a Chair, an optional Vice Chair and other members as needed to achieve the objectives of the Standing Committee. Other committees may be established as necessary to accomplish Commission goals. All committees shall be limited to four (4) or fewer members to preclude establishment of a quorum by a committee.

4. Ex-Officio Members

Ex-officio members of the Commission shall include the Staff Liaison representative and City Council advisor. Ex-officio members may participate in meetings and serve on committees.

5. Voting Rights

All City Council appointed members of the Commission, other than alternates, shall have one vote equal in weight. All voting shall be by voice vote; provided, however, the Chair of the Commission may, at his/her discretion, call for a roll call vote. A secret ballot may only be used in the election process for Chair or Vice Chair. Ex-officio members serve as non-voting members.

ARTICLE III

1. Regular Meetings

Meetings shall be held once per month on the date and time designated by the Commission members. Should such meeting fall on a legal holiday, then that meeting shall be held at the date and time specified by the Commission.

2. Special Meetings

Special meetings of the Commission may be held when called by the Chair of the Commission or by any five Commission members. For such special meetings, at least three (3) days notice must be given to each Commission member.

3. Open Meetings

All meetings shall be open to the public. Public notice of all regular Commission meetings shall be posted a minimum of 48 hours prior to the meeting. Notice shall be posted on the City Hall bulletin board or other public location as designated by the Commission.

4. Quorum

A simple majority of the number of duly appointed Commission members shall constitute a quorum for the transaction of business.

5. Transaction of Business

Every act or decision done or made by a majority of the Commission members present at a duly held meeting at which a quorum is present shall be regarded as the act of the entire Commission.

7. **Bob's Rules of Order**

All meetings shall be conducted according to Bob's Rules of Order, Current Edition. It shall be the responsibility of the Parliamentarian, if appointed, to observe that these rules are followed and the meeting conducted in accordance therewith.

8. **Records**

Records of approved minutes of regular Commission meetings shall be maintained in the office of the City Clerk.

ARTICLE IV

1. **Tenure**

All members shall be appointed for terms of two (2) years, and a maximum of three terms.

2. **Special Appointments**

The Commission may elect such others as the affairs of the Commission may require, each of whom shall hold office for such period, have such authority, and perform such authority, and perform such duties as the Commission may determine.

3. **Resignation and Removal**

Any member may resign at any time giving written notice to the Chair and City Council. Such resignation will take effect on the date of receipt of such notice or at any later date than specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any Commission member missing more than three (3) consecutive meetings without prior notice, in a calendar year, shall be removed with a majority vote of the Commission. Any member missing a total of four (4) meetings in a calendar year, with or without prior notice, shall be removed by a majority vote of the Commission. Prior notice shall be considered to be either a written or verbal statement to one of the members of the Executive Committee.

4. **Alternates**

City Council may appoint up to three (3) alternate members to vote at any meeting if required to create a quorum, and to fill the unexpired term of any Commission member vacancy.

5. Vacancies

Unless filled by an alternate, a vacancy on the Commission shall be filled by City Council appointment. Whenever there is a vacancy, the Commission may make a recommendation or recommendations to Council to fill the vacancy. The member appointed to such vacancy shall serve for the remainder of the term of the member replaced.

6. Duties

The duties are as follows:

1. Chairperson: The Chair shall serve as the Chief Executive Officer of the Commission; shall conduct Commission meetings; act as public spokesperson for the Commission at public functions; shall serve as ex-officio member of all committees; shall appoint the Chair and optional Vice Chair of all Standing Committees upon the advice of the Standing Committee; shall appoint ad hoc committees upon the direction of the Commission; may appoint a Parliamentarian, and shall perform all other duties as the Commission elects.
2. Vice Chairperson: The Vice Chair shall act in the place and stead of the Chair in the event of his/her absence, inability, or refusal, to act, and shall exercise and discharge such other duties as may be required of him/her by the Commission.
3. Standing Committee Chair: The Committee Chair shall perform such duties as may be required of them by the Commission.
4. Staff Liaison: The Staff Liaison shall be the managing officer of the Commission. He/she shall perform the duties usually performed by the business manager of a non-profit corporation. He/she shall present reports to the Commission, the individual members of the Commission, and to the City of Englewood as the business of the Commission may require. The Staff Liaison will report to the City Council annually. The report will include the Commission's actions and accomplishments in connection with each project or undertaking.
5. Members: Commission members shall attend regular meetings, join at least one Standing Committee and one event or special project committee. Members shall participate in Commission events. Members shall actively promote and support the Commission on its activities.

ARTICLE V

1. Management of Funds

The Commission will have the power to receive and disburse funds within the limitations of appropriations, gifts and grants, and in connection with projects or undertakings consistent with Article I, Section 3. Within the same limitation, the Commission will be empowered to contract with any private or public agency to the extent required for its proper operation. The Commission will present its proposed annual budget to become effective each January 1 indicating its anticipated revenues and expenditures, and the source of its anticipated revenues. The Commission shall keep such records as will enable it to make such reports and accountings and the same will be subject to verification and examination by the City Treasurer and/or auditors of the City.

ARTICLE VI

1. Amendments

These By-Laws may be amended by a two-thirds (2/3) vote of the Commission members present at any regular meeting provided:

1. A quorum is present; and
2. Notice was presented in writing at the previous Commission meeting.

ARTICLE VII

1. Conflicts

In the case of any conflict between an Ordinance and these By-laws, the Ordinance will control.

2. Majority

As used in By-Laws, the term "majority" shall mean those votes totaling more than fifty percent (50%) of the members or a group designated. Unless otherwise stated all decisions will be a majority vote.

Melissa Englund

5/23/2022

Staff Liaison

Date

8/25/99
10/13/99
5/4/00
8/14/18
5/10/22