

Environmental Performance Standards Advisory Committee Bylaws



City of Harrisonburg, Virginia

Article I: Name

The name of this organization shall be the Environmental Performance Standards Advisory Committee (the “Committee”) of the City of Harrisonburg (the “City”).

Article II: Purpose

The City is committed to reducing negative impacts on the local, regional, and global environment and strives toward being a good steward of the resources to which it has been entrusted.

The purpose of this Committee is to advise City Council and city staff on matters pertaining to the development and implementation of the Environmental Action Plan, and to other environmental issues of concern to the community.

Article III: Responsibilities

The Committee shall:

1. Engage in matters pertaining to the development of the Environmental Action Plan.
2. Monitor the formulation and implementation of the Environmental Action Plan ensuring that it reflects current city priorities and needs.
3. Participate in the development and implementation of public outreach and education efforts to improve and expand environmental sustainability efforts.
4. Provide recommendations to and advise City Council and staff on those matters referred to the Committee.

Article IV: Membership

The Committee shall consist of 9 to 12 members, plus two ex-officio members (for a total of 11 to 14 members). One City Council and one School Board representative shall serve as ex-officio members. Except for the School Board representative who is appointed by the School Board, all Committee members are to be appointed by City Council. The rights of an ex-officio member are the same as other members.

Council shall strive to appoint Committee members with substantive knowledge, technical expertise, or skillsets relevant to the Committee’s responsibilities, as well as Committee members who reflect the diversity of the City’s population.

The terms of the appointed members shall be for three (3) years and such terms shall be staggered, such that approximately one-third (1/3rd) of the committee is appointed each year by City Council.

Appointments to fill vacancies shall be for the unexpired terms and shall be filled by appointment made by the City Council. The City Council may remove any appointed member at any time and appoint his or her successor.

Article V: Officers

1. Chair
 - a. The Chair shall preside over all meetings of the Committee.
 - b. When necessary, the Chair shall represent the Committee at outside meetings, conferences, and other instances of a similar nature.
2. Vice-Chair
 - a. The Vice-Chair shall perform all duties of the Chair during the absence of the Chair, or at the request of the Chair.
3. Nomination of officers shall be made at the January or first meeting of the calendar year each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected. The terms of office shall be for one year or until a successor takes office. Vacancies shall be filled for the unexpired term by a majority vote of the Committee.

Article VI: Meetings

1. All Committee meetings shall be open to the public.
2. Attendance by a majority of voting members shall constitute a quorum, and minutes shall be kept by city staff of each meeting.
3. Participation in meetings through electronic communications.
 - a. Any Committee member who is unable to attend a regular or special meeting in person due to (i) an emergency or a personal matter, or (ii) a temporary or permanent disability or other medical condition, may participate in the meeting through electronic communication from a remote location that may not be open to the public, subject to the following:
 - i. A quorum of the Committee is physically assembled at the central meeting location.
 - ii. The member notifies the chair on or before the day of the meeting that he or she is unable to attend (i) due to an emergency or personal matter identified with specificity, or (ii) due to a temporary or permanent disability or other medical condition that prevents the member's physical appearance. A member shall participate in a remote meeting due to an emergency or personal matter at no more than two meetings in each calendar year.
 - iii. The Committee records in its minutes the (i) specific nature of the emergency or personal matter or the fact of the disability or medical condition, and (ii) the remote location from which the member is participating.
 - iv. The Committee arranges for the voice of the absent member to be heard by all persons in attendance at the central meeting location.
 - b. The Committee by motion shall vote to approve or disapprove the member's electronic participation. If the absent member's remote participation is disapproved because such participation would violate the above, such disapproval shall be recorded in the minutes.

Article VII: Voting

1. All issues to be voted upon shall be stated in the form of a motion.
2. Each Committee member shall have one vote.
3. No absent member shall receive a vote.
4. No member shall abstain from a vote unless the member has a specific conflict of interest in the issue being voted upon.

Article VII: Amendments

Any of the written bylaws may be amended by City Council. The Committee may recommend amendments to City Council after a regular meeting by a two-thirds vote of the members present, provided that notice of the amendment recommendation has been presented to each member at least thirty days prior to the meeting at which the amendment recommendation will be voted on.