

# GREENSBORO COMMUNITY SUSTAINABILITY COUNCIL

## BY-LAWS

### ARTICLE I - NAME

The name of this organization shall be the Community Sustainability Council of the City of Greensboro, hereinafter referred to as the "CSC."

### ARTICLE II - PURPOSE

The purpose of the CSC shall be:

1. To recommend to City Council strategic projects focused on sustainable improvement, growth, and development of Greensboro for all citizens.
2. To research, advocate, coordinate, and provide outreach for local measures to:
  - a. Reduce energy usage and greenhouse gas emissions;
  - b. Support sustainability goals of City departments;
  - c. Identify the costs of implementation and possible funding strategies;  
and
  - d. Monitor the progress and effectiveness of measures adopted by the Greensboro City Council.
3. To initiate areas of focus and research, respond to specific requests from City Council, and report back to the City Council for Council's consideration, providing opportunity for review and comment by the community at-large.
4. To seek input from business groups, schools, City staff, environmental groups, and other interested parties throughout Greensboro and Guilford County.
5. To serve the Greensboro community and City Council by formulating and recommending strategies to educate the community on reducing pollutants and energy costs; conserving resources; protecting and strengthening the local economy; promoting environmental justice; and saving money.

## ARTICLE III - MEMBERS

**Section 1 – Voting Members:** The CSC shall have nine (9) voting members, appointed as follows:

- Five (5) members, each appointed by the City Council, as recommended by each of the City Council members representing the five council districts; and
- Four (4) members, each appointed by the City Council, recommended by any City Council member from the community at-large.

All members shall have experience related to sustainability in one or more of the following areas:

- Agriculture/Food Supply
- Building/Construction
- Communications
- Economic Development
- Education and Outreach
- Energy Utilities
- Engineering and Environmental Sciences
- Leadership
- Municipal or Industrial Operations
- Open space
- Products and/or Services
- Real Estate Development
- Technologies
- Transportation
- Urban Landscape
- Urban Planning
- Urban Resiliency
- Waste Reduction and/or Recycling

At least one member shall be a “young adult” (at least 18 years of age, and not more than 30 years of age) at the time of his or her appointment.

Each voting member will have one vote. Voting members seated at the time of adoption of these bylaws will continue to serve on the CSC until the expiration of their current term.

**Section 2 – Non-Voting Advisory Members:** The voting members of the CSC may invite advisory members to serve the CSC in a non-voting capacity. Advisory

members shall serve on an as-needed basis related to specific projects in progress and/or as general counsel. Advisory members must live, work, volunteer, or have a business in Greensboro and must be appointed by a simple majority vote of the CSC members during an official CSC meeting. As a guideline, members may have expertise in the following areas, in addition to those areas identified above:

- Business management
- Clean Energy
- Economics
- Energy efficiency
- Greenhouse Gas Emissions
- Higher Education
- Real Estate and/or Construction
- Resiliency for Cities
- Utilities:
  - Electric
  - Water
  - Gas

**Section 3 – City Council Liaison:** The City Council may assign a Council member to serve as a liaison between the City Council and the CSC.

**Section 4 – Terms of Service:** Voting members of the CSC shall be appointed for a term of three (3) years. Each voting member may be appointed to a maximum of two consecutive (2) terms. Non-voting members may serve indefinitely, at the discretion of the voting members.

**Section 5 – Task Forces:** The CSC may establish Task Forces as needed to pursue its purposes. Task Force members may, and are encouraged to, recruit non-member volunteers from the community at-large to assist with their efforts. Each Task Force must include at least one voting member of the CSC. Each Task Force will establish a project plan and process, as well as meeting frequency. Regular progress reports will be made to the CSC.

## **ARTICLE IV - OFFICERS**

**Section 1 – Officers:** The CSC will have a Chair and a Vice-Chair. The Chair is responsible for presiding over meetings and for certain communication functions on behalf of the CSC. The Vice-Chair will assume the duties of the Chair in the event that the Chair is unable to fulfill his or her duties. The CSC may create additional

officers as needed by a majority vote of the CSC without requiring a change to the bylaws.

**Section 2 - Elections:** The voting members of the CSC will elect from among their number the Chair and Vice-Chair by simple majority.

**Section 3 - Terms of Office:** The Chair and Vice-Chair will be elected to a term of one (1) year. Officers may be elected to a maximum of two (2) consecutive terms of office. Elections shall occur at the first meeting of each calendar year, or as required to fill a vacancy.

## ARTICLE V - MEETINGS

**Section 1 - Regular Types of Meetings:** ~~Meetings-CSC meetings are comprised of "official meetings" and "work sessions." shall be held according to an annual schedule and may be canceled as needed.~~

**Section 2 – Meeting Schedule:** The CSC will ~~meet monthly, alternating between official meetings and work sessions, for a minimum of 10~~ schedule a minimum of five (5) meetings per calendar year. The regular meeting schedule specifying times, dates, and locations shall be kept on file with the clerk of the City of Greensboro and posted on the City's website. Changes to the official meeting schedule shall be filed with the clerk at least one (1) week prior to the first meeting held according to the revised schedule. ~~Changes to the work~~ **Section 2: Work Sessions:** ~~Work-session schedule shall be held according to an annual schedule and may be canceled as needed. The CSC will schedule a minimum of five (5) work sessions per calendar year. The work sessions will be posted on the City's website. Changes to the meeting schedule will be emailed by Chair or Vice-Chair (1) week prior in advance of the upcoming work session.~~

**Section 3 – Official Meetings:** The purpose of official meetings shall be to conduct official business of the CSC. Matters requiring a vote by CSC members may be decided only during official meetings. Minutes of official meetings will be made available on the City's website and distributed by email to relevant and interested parties. Official meetings may be cancelled as needed.

**Section 4 – Work Sessions:** The purpose of work sessions shall be to hold discussion, conduct research, organize information, and perform other activities relevant to the

CSC's mission, in order to prepare for actions or decisions that will be carried out in a subsequent official meeting. Matters requiring a vote by CSC members may not be decided during work sessions. A brief list of the topics discussed during each work session will be prepared and included in the minutes of the next official meeting. Work sessions may be cancelled as needed.

**Section 3-5 - Special Meetings:** Special meetings and additional work sessions may be called by the Chair. Whenever possible, at least seven (7) days notice shall be given. At least 48 hours prior to the meeting, notice for such meetings shall be distributed to media outlets that have requested such notice and posted on the City's website.

**Section 3-6 - Quorum:** A quorum shall be established through the presence of more than 50% of the CSC's voting members in good standing.

**Section 4-7 – Attendance:** Each voting member shall be expected to attend ~~each regular~~both official meetings and work sessions. In addition, each voting member shall be expected to attend each special meeting for which at least seven days' notice has been given. Remote attendance is permitted, with advanced notice of at least 24 hours.

**Section 5-8 – Standing:** Good standing for all voting members shall be maintained through ~~regular~~consistent attendance at meetings. Following two consecutive absences without notice, a voting member's seat shall be declared vacant, and not be counted towards quorum. Good standing shall automatically be restored upon the voting member's attendance at a meeting. A replacement member may be requested by CSC vote after a voting member has missed three (3) consecutive meetings without notice.

**Section 6-9 – Agenda:** An agenda shall be prepared for each meeting, listing the items intended for discussion or action during the meeting. The agenda shall be developed and distributed by ~~City Staff assigned to support the CSC, with guidance from the Chair and Vice-Chair~~and distributed by City Staff assigned to support the CSC. Items on the agenda may (a) be identified by Chair, Vice-Chair, and staff, (b) originate as a carryover from previous CSC meetings, or (c) be requested by any member of the CSC. Additional items may be placed on the regular agenda during a meeting, with agreement from a majority of the present and eligible voting members.

**Section 7-10 - Voting Procedures:** Any voting member may offer a motion on any issue, provided that:

- a. The issue is within the purposes of the CSC as set forth in Article II; and
- b. The issue is on the agenda as outlined in Section ~~69~~ of this Article.

Any voting member may call for a vote on a motion that has been seconded by another voting member.

A majority vote of the members present and eligible to vote shall be sufficient for approval of matters coming before the CSC. A voting member may be excused from voting on an issue by a majority vote of CSC members if a conflict of interest has been disclosed, without affecting the maintenance of a quorum. A member who fails to vote that has not been excused from voting shall be counted as voting in the

affirmative. No secret ballots are allowed. E-mail voting is not allowed, but voting through conference call or requesting another member to act as a proxy are permitted.~~however written~~ Written ballots are allowed, provided they are signed by each voter and included in the meeting record after the vote is taken. Written ballots shall be kept available for public inspection until the meeting minutes are approved.

#### **ARTICLE VI – PARLIAMENTARY PROCEDURES**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the meeting procedures and voting of the CSC in all cases to which they are applicable and in which they are not otherwise inconsistent with these bylaws and/or any special rules of order the CSC may adopt.

#### **ARTICLE VII – ADOPTION AND AMENDMENTS**

Adoption of these bylaws or amendments thereto, shall require the affirmative vote of at least two-thirds of the voting members present, provided that written notice of the proposed amendment has been transmitted to each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the CSC.

APPROVED by the Community Sustainability Council of the City of Greensboro, this the 12th-14th day of ~~February~~January, ~~2018~~2019.

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Chair, Community Sustainability Council

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Vice-Chair, Community Sustainability Council

Attest: \_\_\_\_\_

Secretary to the Community Sustainability Council