

## City of Urbana

### Sustainability Advisory Commission

#### By-Laws

##### 1. Background

On May 5, 2008, Ordinance No. 2008-04-030 Establishing a Sustainability Advisory Commission for the City of Urbana was passed by City Council. The Mayor introduced the ordinance to create a means to involve Urbana citizens in working on the issue of sustainability.

##### 2. Purpose of By-Laws

The purpose of the by-laws is to establish procedures for organizing the business of the City of Urbana Sustainability Advisory Commission in executing its duties and responsibilities.

##### 3. Responsibilities and Goals of the Commission

“The purpose of the Commission is to assist the Mayor and City Council in identifying the highest priorities for city government and citizens to achieve sustainable management of natural resources – water and energy in particular – and shall recommend to the Mayor and City Council goals to achieve and workable means to reach goals.”

Other duties of SAC may include:

- a) Provide an venue for citizen input on relevant sustainability issues
- b) Review and make recommendations regarding the development of sustainability planning documents
- c) Explore the potential to coordinate with external agencies on common sustainability goals, strategies and implementation planning
- d) Develop education and public outreach opportunities
- e) Seek resources as may be needed to foster implementation of goals/strategies

##### 4. Membership of the Commission

The commission shall consist of seven (7) voting members. The Mayor will appoint members, with approval of City Council. Voting members shall be composed of Urbana residents who have experience, expertise, or interest in the areas of sustainable environmental management. From time to time the Mayor may appoint and City Council may approve the appointment of one (1) resident of Urbana to the commission who has attained the age of 14 but who has not attained the age of 18. This member shall not have the authority to vote on any matter considered by the SAC which may bind the SAC, the City or any of its departments but may vote on motions that make recommendations that are non-binding. This member shall have a one (1) year term renewable by Mayoral appointment which shall cease upon this member’s 18<sup>th</sup> birthday.

The Commission leadership shall consist of a Chair Person and a Vice-Chair Person selected by the Mayor among the members of the Commission appointed by the Mayor. The Chair Person shall preside over all

deliberations and meetings of the Commission and may vote on all questions before the Commission. The Vice-Chair shall perform all duties of the Chair if the Chair is absent or unable to act for any other reason

#### 4.1 Terms of Office

Voting members shall serve three (3) year terms and may be reappointed. However, at the inception of the Commission, two (2) members shall be appointed to serve a one (1) year term, two (2) members for a two (2) year term and three (3) members to serve a 3 year term. Members may continue to serve until their successors have been appointed.

Vacancies occurring for reasons other than expiration of terms shall be filled by the appointing authority as they occur for the period of time of the unexpired term.

#### 4.2 Removal of Members

A member of the Commission may be removed by the Mayor for good cause.

#### 4.3 Regular Meetings

Meetings will be held monthly at 7:00 p.m. on the first Tuesday of the month in City Council Chambers, or at an alternate day, time or location chosen by the majority of commission members. All meetings shall be conducted according to Roberts Rules of Order and shall be subject to the Illinois Open Meetings Act. Notice of meetings shall be given as required by law.

#### 4.4 Quorum and Voting

All actions shall be decided by a majority vote of the voting members in attendance, a quorum being present. Four (4) voting members shall constitute a quorum.

#### 4.5 Attendance

It is expected that members appointed to the Commission will regularly attend its meetings. A member who will be unable to attend a regular meeting shall contact the chairperson or Public Works staff as soon as possible before the scheduled meeting and indicate the general reason for being absent. The Commission will be notified of the absence and reason at the beginning of the meeting. Any appointed member of the commission who is absent from three (3) consecutive meetings may be replaced as in the case of a vacancy. Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS120/7(c) which states in part:

If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of the following:

- (1) personal illness or disability;
- (2) employment purposes or the business of the public body; or
- (3) a family or other emergency.

If a member wants to attend the meeting by video or telephone conference, he or she must notify the recording secretary before the meeting, unless advance notice is impractical.

A member attending a meeting by video or telephone where a quorum of the members of the public body is physically present, may cast votes.

## 5. Public Input

- 5.1 Any person who seeks to address the members of the commission will be permitted to speak on any matter listed on the agenda or on any other matter of public concern, subject to the following provisions:
- 5.2 The chair shall designate a time during the meeting at which the public may address the members. The chair may require persons wishing to speak during any portion of a meeting to sign in before the start of the meeting and to provide their names. The chair may request speakers to provide their city of residence at sign in, but speakers are not obligated to provide their cities of residence in order to speak during public comment.
- 5.3 Prior to speaking, each person must be recognized by the chair and must state his or her name for the record. The chair may request speakers to provide their city of residence when being recognized, but speakers are not obligated to provide their cities of residence in order to speak during public comment.
- 5.4 Subject to subsection 5.4 of this article, public comment is limited to no more than five (5) minutes per person and to no more than two (2) hours per meeting, unless extended by consent of a majority vote of the members present. The chair or his or her designee shall monitor each speaker's use of time and shall notify the speaker when the time allotted has expired.
- 5.5 If the presiding officer recognizes that more than twenty (20) persons desire to speak, he or she may limit each speaker to comments of no more than three (3) minutes. Whenever any group of persons wishes to address the members on the same subject matter, the presiding officer may ask that a spokesperson be chosen from the group. If additional matters are to be presented by other persons in the group, the presiding officer may limit the number of such persons and may limit the presentation to information not already presented by the group spokesperson.
- 5.6 Persons invited by the presiding officer to address the members are subject to such time limitations as the majority of the members present may prescribe.
- 5.7 No member of the commission is obligated to respond to anything contained in a person's public input.