

## **Town of Harrisburg, NC Sustainability Advisory Board Bylaws**

**Version 2\_Approved: April 12, 2021**

### **Article I. Name**

The name of this organization shall be the Town of Harrisburg Sustainability Advisory Board

### **Article II. Creation**

The Town of Harrisburg Sustainability Advisory Board (hereinafter referred to as “Board” or “the Board”) is created by the action of the Town of Harrisburg Council.

### **Article III. Purpose and Objectives**

The mission of the Board is to coordinate, to initiate, and to promote sustainability within the Town of Harrisburg and its surrounding areas. The Board’s purpose is to:

- Advance and encourage environmentally sustainable practices and ideas within the Town, including but not limited to town operations and facilities, new development, town ordinances governing construction and development, local businesses, local homeowner’s associations and neighborhoods, and individual citizens.
- Collaborate with town planners to create a long-term sustainability plan for the Town.
- Work cooperatively with the Town of Harrisburg and all Harrisburg advisory boards and committees to promote sustainability practices.
- Provide information and recommendations to Town Council, other Town Boards, and Town staff regarding laws, ordinances and rules which promote sustainability – including ones related to new and existing developments, for example, water treatment and green building design.
- Assist to identify and reduce issues of air, land, and water pollution, as well as waste management and recycling issues.
- Explore technologies and innovations regarding energy and fuel savings and efficiency in order to reduce the Town’s operating costs and carbon footprint.
- Improve the natural environment through the incorporation of sustainable best practices for the Town’s land use and management, storm water infrastructure, and tree canopy.
- Strengthen the Town’s economy through initiatives that foster sustainable business practices, reinvestment in vacant storefronts, and green purchasing policies.
- Encourage healthy living through the expansion of parks, walking trails, bicycle lanes, and wellness programs and preservation and development of open space.
- Provide community education and engagement.
- The Sustainability Advisory Board, in development of its recommendations, shall consider all best practices and lessons learned from all other sources including cities, towns and villages, in addition to financial sustainability and cost effectiveness.

### **Article IV. Board Membership, Appointment and Terms**

Section 1. The Board shall be composed of a maximum of 9 members.

Section 2. Any resident of the Town or its surrounding area, who is 18 years or older, is eligible for appointment to the Board.

Section 3. Assuming there are less than 9 members on the Board, any person wishing to join the Board shall submit an application to the current Board for review and consideration. The Board will invite Candidate(s) to a short interview with the members of the Board – outside of the monthly Board meetings. The Board members who interviewed the Candidate(s) will provide their consolidated recommendation to the full Board at the next monthly meeting for discussion and for the Board to vote on approving or denying the applicant for appointment during that same meeting. If approved, the Candidate(s)' recommendation for appointment will then be sent to the Town Council to be reviewed and voted on during their next monthly meeting.

Section 4. Board members shall have two- (2) year staggered terms ending on December 31. If a member is appointed to fill a vacant seat, the newly appointed member will serve out the balance of the term of the vacant seat filled and then must reapply to be reappointed to a new two- (2) year term.

Section 5. Board members may serve four (4) consecutive two (2) year terms (eight (8) years total), and then may be reappointed after an absence of one (1) year. For current members to be reappointed, they must follow the same application process stated in Article IV – Section 3. Four (4) members serving the initial one (1) year terms may serve three (3) consecutive terms, (seven (7) years total), and then may be reappointed after an absence of one (1) year.

Section 6. Members will not receive a stipend from the Town for attending monthly Board meetings. Members shall be reimbursed for pre-approved travel and subsistence to professional environmental sustainability meetings, conferences and workshops, with such reimbursement being made in compliance with the general policies of the Board.

Section 7. Any member may resign from the Board by submitting a written resignation to the Chair of the Board.

#### **Article V. Meetings**

Section 1. Special meetings of the Board as needed shall be determined by the Chair. Regular meetings of the Board will be held monthly on the 2<sup>nd</sup> Wednesday of the month at 6:30 PM at Town Hall, unless otherwise stated. Such meetings shall be advertised and conducted in accordance with the State of North Carolina's Open Meetings Law.

Section 2. The Chair of the Board will create the suggested agenda with input from the Board members. The agenda shall include the time, date and location of the meeting and shall include a time for public comments, if there are any.

Section 3. An organizational meeting shall be held during the month of January for the purpose of organizing the Board for the coming year and the purpose of electing officers.

Section 4. A quorum of the Board, which is 35% of voting members, must be in attendance before any official action can take place. If there is no quorum at the opening of the meeting, the meeting may still take place, but official action cannot take place.

Section 5. All meetings of the Board shall be open to the public, and notices to the media and the public shall be given in accordance with the Open Meetings Law of the State of North Carolina.

Section 6. It is the duty of each member to vote, unless excused by a majority vote of the Board as in the instance of conflict of interest or other legitimate reason. A member wishing to be excused from voting shall so inform the Chair who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as having voted in the affirmative. This section in no way mitigates the quorum requirement for any official action.

Section 7. Attendance is mandatory and each member should make every effort to attend all meetings. In the event a member is unable to attend, prior notice should be provided to the Board Chair. Unexcused absences will be counted as part of the three (3) allotted absences per year. Members should attend meetings and be active and engaged.

#### **Article VI. Officers**

Section 1. Officers of the Board shall consist of a Chair, Vice-Chair, and a Secretary.

Section 2. The officers shall be elected at the January meeting. At that time, the Board shall elect a candidate for each of the three positions. For each position, the person receiving the highest number of votes shall be declared elected. In the event of a tie, for whatever reason, the tying candidates shall flip a coin (in the event of a two-way tie) or draw straws (in the event of a tie with more than two persons) to determine the particular position.

Section 3. Officers shall serve for a term of one (1) year beginning at the close of the meeting at which they were elected.

Section 4. The Chair shall fill an officer vacancy, or, if the Chair is vacant, the Vice-Chair will fill the vacancy for a time period not to exceed the original term of office.

Section 5. The Chair shall preside over all meetings of the Board and shall sign all official papers or documents relative to action taken by the Board as well as oversee the officer selection process and any other functional internal activities of the Board.

Section 6. The Vice-Chair shall assume all duties of the Chair in the absence of the Chair.

Section 7. The Secretary of the Board shall keep the official records of all meetings and shall notify members of their appointments and conduct such correspondence as the Board designates.

#### **Article VII. Vacancy and Removal**

Section 1. In the event a vacancy occurs in the membership of the Board, refer to Article IV, Section 3 above.

Section 2. The Board may formally recommend that a Board member be removed for either of the reasons that follow. The Board member may request to be heard in a session at which a quorum is present concerning the reasons.

- a. Upon the third absence from regular meetings, within one calendar year, that occurs without prior notification to the Chair.
- b. Acts which are, in the opinion of the Board, detrimental or a disservice to the best interests of the Board, the Community or Town facilities.

**Article VIII. Ethics and Behavior**

Section 1. All members are duty bound to:

- i. Uphold the by-laws of the Board, Ordinances and Policies of the Town of Harrisburg
- ii. Fully comply with all applicable local, state, federal statutes regarding disclosure of assets, open meeting practices, and other ethics-based requirements.
- iii. Act in good faith and conscience using professional expertise, personal experience and common sense based upon the best available information, observation, and testimony and within established legal limits and authority.

Section 2. Member behavior during monthly meetings:

- a. Ex-parte communications are discouraged and if such communications occur, the communication must be disclosed by the Board member(s).
- b. Sidebar, banter, and other relative types of conversations between individuals are deemed disruptive and should be avoided. All communication should include all members and be consistent with these bylaws and meeting agendas.

Section 3. All members shall act respectful of and be courteous to all other members and guests, following the Golden Rule; treat others the same as you would like to be treated.

Section 4. All members shall refrain from using any personal electronic devices during any public meeting of the Board, except those devices utilized for the express purpose of being used during such public meetings.

**Article IX. Miscellaneous**

All versions of and amendments to these Bylaws must be kept and dated with signatures of the Chair and Secretary as part of the official Board record. These Bylaws may be amended or repealed by an act of the Board providing that: a. A majority vote of four (5) Board members at the duly constituted meeting approves the amendment. b. All versions of and amendments to the Bylaws must be kept and dated with signatures as part of the official Board record.

Chair: E. Scott Noel Date: 4/12/21

Secretary: Virginia Halter Date: 4/12/21