

City of Raleigh Environmental Advisory Board

Bylaws

CITY OF RALEIGH ENVIRONMENTAL ADVISORY BOARD

ARTICLE I

NAME

The name of this organization shall be the City of Raleigh Environmental Advisory Board.

ARTICLE II

OBJECT

The object of the City of Raleigh Environmental Advisory Board shall be to advise the City Council on matters related to the environment on which the Council deems it appropriate or necessary to receive advice. The Board will conduct only activities specifically referred to it by the City Council as stated in Part 1 Chapter 4 Article B Section 1-4011 of the Raleigh City Code.

ARTICLE III

PURPOSE

The purpose of the City of Raleigh Environmental Advisory Board, as set forth in Raleigh City Code Part 1 Chapter 4 Article B Section 1-4014 shall be to:

- (a) Advise the Council regarding comments to other governmental units and agencies on the position of the City of Raleigh with regard to environmental matters.
- (b) Advise the City Council on matters relating to fuel efficiency.
- (c) Advise the City Council on matters relating to environmental education and awareness.
- (d) Advise the City Council on matters relating to environmental awards and recognition programs.
- (e) Advise the City Council on policies that the City of Raleigh should implement or amend as requested by Council.
- (f) Advise the City Council on such other matters related to environmental quality and safety as the Council shall refer to said Board.

ARTICLE IV

ORGANIZATION OF THE BOARD

Section 1. Membership.

The Board shall consist of not more than 9 members appointed by the City Council. All of the members shall be residents of the City of Raleigh. The length of term of the members shall be no more than two year terms that are staggered. All members shall be eligible for reappointment at the discretion of the City Council, up to a maximum of three

terms (six years). In the event of a vacancy, the City Council shall be asked to fill the unexpired term.

Section 2. Duties and Responsibilities.

The Board shall organize and adopt administrative rules and procedures necessary to accomplish its purposes, and elect from its members a chairperson and a vice-chairperson.

Section 3. Meetings.

All regular and special meetings of the Board shall be open to the public as governed by North Carolina General Statute Section 143-318 (1) Meetings of Governmental Bodies. Any person shall be entitled and encouraged to appear and be heard on any matter pertaining to environmental management issues referred by the Council to the Board.

The Board shall hold regularly scheduled quarterly meetings. The chairperson or, in his/her absence, the vice-chairperson may call a special meeting of the Board at any time giving oral or written notice, in compliance with North Carolina General Statutes governing meetings to all members. Special meetings shall be scheduled upon request of four (4) or more Board members. Notice of special meetings shall comply with open meetings law.

If not otherwise addressed by the bylaws the meetings will be conducted by the most recent edition of Robert's Rules of Order.

ARTICLE V

OFFICERS

Section 1. Personnel and Terms.

The elected officers shall consist of a Chairperson and a Vice-Chairperson whose terms shall be for one (1) year. The terms of these officers shall begin at the first meeting after the meeting when the election of the officers occurred. Each officer may be re-elected by the Board a maximum of two consecutive (2) years.

Section 2. Chairperson.

The Chairperson shall be the chief executive officer of the Board and shall approve agendas for and preside over the regular and special meetings of the Board; shall appoint committees and designate their chairmen; and shall be an ex-officio member of all committees.

Section 3. Vice-Chairperson.

The Vice-Chairperson shall assist the Chairperson and perform the duties and exercise the powers of the Chairperson in his absence.

Section 4. Election of Officers.

The nomination and election of the Chairperson and Vice-Chairperson shall occur during the second regular meeting of the Board for the year. A slate of officers prepared by a nominations committee, appointed by the Chairperson, shall be presented. There may be additional nominations from the floor. In the event of two or more candidates for one office, there shall be a secret written ballot. Election shall be by a majority of those present and voting. In the event of a vacancy in the offices of Chairperson or Vice-

Chairperson, the vacancy shall be filled by a nomination and election at the next regular meeting following the meeting at which the vacancy has been announced.

**ARTICLE VI
COMMITTEES**

The Board may establish committees as it deems appropriate.

The Board may authorize the Chairperson to create special or ad hoc committees as needed and to appoint additional, non-Board members to serve on such committees with the concurrence of the City Council. The Board may also authorize the Chairperson to appoint former Board members to represent the Board for limited purposes provided that the scope and term of the appointment are specified in writing.

**ARTICLE VII
ETHICS POLICY**

The ethics policy for the members of the City of Raleigh's Environmental Advisory Board is stated in Resolution (1988) 955A adopted on May 17, 1988 and modified by Resolution (2002) 240 adopted on January 2, 2002 by the City Council of the City of Raleigh.

**ARTICLE VIII
AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Board, provided that the total votes in favor of the amendment is a majority of the membership of the Board, and provided that the text of the proposed amendment has been presented at the previous meeting and mailed to the members at least two weeks in advance of the meeting at which it is to be voted upon.

The bylaws and amendments that govern the Environmental Advisory Board must be approved by the City Council and in any cases of conflict Part 1 Chapter 4 Article B Section 1-4002 (h) of the Raleigh City Code shall apply.