

BYLAWS OF THE COLUMBIA HEIGHTS SUSTAINABILITY COMMISSION

ARTICLE I – PURPOSE

The purpose of the Sustainability Commission is to serve as an advisory body to the City Council and city staff. The Commission provides guidance and recommendations on policies, practices, and initiatives on how the City can operate in an environmentally, socially, and economically sustainable manner. It may make recommendations on its own initiative or in response to referrals from the City Council or staff. At its meetings, the Commission will conduct community forums to gather input and ensure full consideration of matters under review.

ARTICLE II - MEMBERSHIP

Section 1. COMMISSIONERS. The Sustainability Commission shall be composed of nine members appointed by the City Council.

Section 2. TERM. Subd. 1. Term Length. Members of the Sustainability Commission shall serve terms of three years, beginning on April 1 and ending on March 31. Upon expiration of a term, a member shall continue to serve until a successor is appointed.

Subd. 2. Term Limits. Members may serve no more than two consecutive full terms, in addition to any partial term served to fill a vacancy or an initial term served at the time of the Commission's establishment, unless otherwise approved by a unanimous vote of the City Council.

Subd. 3. Reappointment. Following completion of service on the Commission, a resident shall be eligible for reappointment after a minimum of one full three year term has passed.

Section 3. ATTENDANCE. If a member is absent from two or more regular meetings during the board and commission calendar year (April through March), the Executive Director or commission Chairperson will forward the information to the City Council for consideration of removal. For members whose term begins during the commission's calendar year, the number of missed meetings will only include those following the beginning of the member's term.

Section 4. RESIDENCY. All commission members shall be residents of the City. Members who move out of Columbia Heights during their term shall notify the Commission of the status change as soon as they are aware of it. They shall resign their membership effective on the last day of their residency. If they have moved out of Columbia Heights prior to notifying the commission, their resignation is effective immediately.

ARTICLE III - OFFICERS

Section 1. OFFICERS. The officers of the Commission are the Chairperson, Vice-Chairperson, Secretary, and Executive Director. The Chairperson, Vice-Chairperson, and Secretary shall be elected annually. No commissioner may serve as the Chairperson and Vice-Chairperson at the same time. The office of Secretary need not be held by a commissioner.

Section 2. CHAIRPERSON. The Chairperson shall preside over all meetings of the Sustainability Commission and shall be responsible for the general administration of commission activities. Unless otherwise authorized, the Chairperson shall sign all official documents, recommendations, and other instruments approved by the Commission. The Chairperson shall also work in coordination with city staff to plan meeting agendas, organize Commission-sponsored events, and facilitate involvement in sustainability-related activities.

Section 3. VICE-CHAIRPERSON. The Vice-Chairperson performs the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the disability or absence of the Chairperson, or in the case of a vacancy in the office of Chairperson, the Vice-Chairperson performs the duties of the Chairperson until a successor has been appointed.

Section 4. SECRETARY. The Secretary shall be responsible for record keeping and financial management and will operate under the guidance of the Executive Director and Chairperson.

Section 5. EXECUTIVE DIRECTOR. The Columbia Heights City Engineer, or their designated staff representative, shall serve as the Executive Director of the Sustainability Commission. The Executive Director shall have general supervision over the administration of the Commission's business and affairs, subject to the direction of the Commission. When applicable, the Executive Director shall sign official documents, recommendations, and other instruments approved by the Commission. The Executive Director shall also manage and coordinate the work of any additional city staff assigned to support the Commission from time to time.

Section 7. ADDITIONAL OFFICER RESPONSIBILITIES. Subd 1. Meeting Protocols. All four officers shall become familiar with the Commissions By-Laws, Rules of Operation, and Robert's Rules of Order. Each officer shall make every reasonable effort to ensure that meetings are conducted in accordance with these governing procedures.

Subd. 2. Annual Report. An annual report on the activities of the Commission shall be prepared by the Chairperson and Secretary near and before the end of the term, and in a timeframe that allows presentation to the City Council no later than the 2nd Council meeting in May.

ARTICLE IV - MEETINGS

Section 1. REGULAR MEETINGS. Monthly meetings are held at the regular meeting place of the Commission on the Second Tuesday of each month at 6:00 p.m. unless that date or the date proceeding is a legal holiday, in which case, the meeting will be held on the next succeeding business day. In the event the date/time/meeting place of a particular meeting must be changed, the Executive Director may make such change deemed necessary by notifying all commissioners of the revised meeting time and date in accordance with the procedures for a special meeting.

Section 2. SPECIAL MEETINGS. Special meetings of the Commission may be called by the Chairperson, two members of the Commission, or the Executive Director for the purpose of transacting any business designated in the call. The call (including location of meeting) for a special meeting must be delivered to Commissioners at least two days before the meeting. At a special meeting, no business may be considered other than designated in the call, but if all the members of the Authority are present at a special meeting any business may be transacted at such special meeting by unanimous vote.

Section 3. QUORUM. The powers of the Commission are vested in the duly appointed commissioners. Five commissioners constitute a quorum for the purpose of conducting business, but a smaller number may adjourn until a quorum is present, and when a quorum is not present, a smaller number may adjourn the meeting.

Section 4. ORDER OF BUSINESS. The following is the order of business at regular meetings of the Commission.

1. Roll call.
2. Community Forum
3. Consent Agenda.
4. Business Items.
5. Business Updates
6. Adjournment.

Section 5. ROBERTS RULES OF ORDER. All meetings shall be conducted in general conformance with Robert's Rules of Order.

ARTICLE V – GENERAL RULES

Section 1. ROLE. Working with city staff the Sustainability Commission shall recommend improvements or initiatives related to sustainability as may be necessary and desirable. Written recommendations shall be voted on by the commission, signed, and forwarded to the City Council and City Manager.

Section 2. SUBCOMMITTEES. Subd. 1. Subcommittees Established. The full commission shall act as a committee of the whole. Subcommittees may be appointed from time to time when deemed necessary by the Commission.

Subd. 2. Assignments. Committee assignments shall be made by the Chairperson, with majority approval of the Commission. Each committee shall consist of not less than three members.

Subd. 3. Officers. Each subcommittee shall have a chair, who shall be appointed by the Chairperson, with majority approval of the entire Commission. Commission members may serve on more than one subcommittee but cannot chair more than one committee at any given time.

Subd. 4. Reports. All reports from a subcommittee shall be in writing. Copies of committee reports shall be provided to the Executive Director and Secretary for inclusion in the Commission packet not less than seven days prior to the next commission meeting at which the committee report is to be considered.

Section 3. AMENDMENTS TO BYLAWS. The Bylaws of the Commission may be amended only with the approval of at least five commissioners at a regular meeting or at a special meeting called for that purpose.