

Earthwise Living Committee

- (a) *Committee's charge.* The committee serves as a liaison between the City of Leon Valley Community and the City Council on monitoring and engaging on issues relevant to earth-friendly practices.

(b) *Objective*

The committee's mission is To encourage residents of our community to developing a sustainable way of life in harmony with the environment, mitigating climate change, facilitating education, and cultivating community support to:

- Manage Waste
- Recycle Materials
- Conserve Energy and Water
- Improve Air Quality
- Nurture Xeriscape and Organic Gardening
- Support Multi-Modal Transportation

To collaborate in promoting Leon Valley as a good place to live, work, and recreate while enhancing the environment, economic strength, and quality of life.

(d) *Committee structure and membership.*

- (1) Mayor and city council shall appoint not more than 8 voting members. A quorum exists when the majority of the appointed voting members are present.
- (2) The members of the committee do not have to be Leon Valley residents.
- (6) One city council member or mayor and one staff person shall be assigned as a non-voting city council member liaison to the committee.
- (7) The committee members will elect a chair, vice-chair and secretary annually at the first meeting following each General Election. Appointments for open positions on the committee, occurring throughout the year, shall be made as soon as possible for the remaining term of the position by the appointed committee.
- (8) All members of the committee shall be considered to be city volunteers. The committee shall function in an advisory capacity only and shall have no authority over city employees.
- (9) The committee members receive no direct or indirect compensation from the city for their services as members of the committee.
- (10) The committee may not include any employee of the city, or any vendor or contractor of the city.
- (11) A committee member serves at the discretion of the mayor and city council. If a committee member resigns, fails to attend two consecutive committee meetings without excused absence (per the chair), or otherwise becomes unable to serve on the committee, the chairperson may declare the position on the committee to be vacant and request that the mayor and city council appoint another qualified person to the committee. Future appointments will follow the process as outlined in this section.

(e) *Duties and responsibilities.*

- (1) The committee advises and assists the City Council with:
 - (A) Planning, hosting and volunteering for the annual Earthwise Living Day event, typically held on the first Saturday in March;
 - (B) Providing educational material to the public that promotes waste reduction, reuse, recycling, repairing, and composting;
 - (C) Serving as a resource and advocate to help residents and visitors reduce their environmental impact; and

- (D) Supporting any additional programs that promote environmental stewardship.
- (E) The committee chair shall provide an update to the city council on an annual basis or as requested by the mayor and city council on their initiatives.
- (f) *Committee meetings.*
 - (1) The committee shall meet as needed or at the call of the chair.
 - (2) All committee meetings shall be held within the city's geographic boundaries.
 - (3) All information received by the committee will be available to the public under the terms of the Texas Open Records Act and will be retained pursuant to the rules of the Texas State Archives and Library Commission and the city.
 - (5) Minutes of the previous meeting and agenda of the upcoming meeting should be sent to the committee members no later than three business days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Members who are absent shall receive all materials distributed at missed meetings.
- (g) *City support.* The city shall provide the committee with necessary technical and administrative assistance as follows:
 - (1) Provision of a meeting room, including any necessary audio/visual equipment;
 - (2) Preparation and copying of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner;
 - (3) Staff will set up for the annual Earthwise living day event;
 - (4) Assist members with outreach for the annual Earthwise living day event;
 - (5) staff liaison maintains budget information for members;
 - (6) Retention of committee meeting records and providing public access to such records on the Internet website maintained by the city.