

**2022-01**

To Establish Rules and Procedures for the Bloomington Commission on Sustainability

Whereas, Bloomington Municipal Code Section 2.12.100(8)(F) permits the Bloomington Commission on Sustainability to adopt rules and regulations for the conduct of its business; and

Whereas, the Bloomington Commission on Sustainability has created a set of Bylaws, which are attached to this Resolution as Exhibit 1, for the conduct of its business; and

Whereas, the Bloomington Commission on Sustainability finds the following Bylaws to be appropriate and necessary.

Section 1. The attached Bylaws noted in Exhibit 1 are adopted and shall now govern the operating procedures for the Bloomington Commission on Sustainability.

Section 2. The Bylaws may be amended with the approval of a new resolution passed by a two thirds (2/3) majority vote of the Bloomington Commission on Sustainability.

Passed and Adopted by the Bloomington Commission on Sustainability of the City of Bloomington, Monroe County, Indiana, upon this \_\_\_\_\_ day of \_\_\_\_\_.

Signature of Chair of Bloomington Commission on Sustainability

Witness

## **Exhibit 1**

### **City of Bloomington, Indiana Bloomington Commission on Sustainability Bylaws**

#### **Article I. Members**

**Appointment and Residency.** BMC § 2.12.100(3) The commission shall consist of fourteen (14) members. Six (6) of the members shall be appointed by the mayor and six (6) shall be appointed by the common council. No more than two of the mayor's appointments and no more than two of the common council appointments may be citizens who live outside the corporate city limits of Bloomington and within Monroe County. One of the six common council appointments shall be a member of the common council. One of the members shall be appointed by the Monroe County Commissioners from Monroe County government. The Director of the Indiana University Office of Sustainability or his/her designee shall serve as the ex-officio member from Indiana University. All members shall have a vote and shall serve without compensation.

#### **Article II. Officers**

**II.1 Election.** BMC § 2.12.100(5) Officers shall be elected by vote of the commission members annually at the Annual Meeting by a majority of the current membership of the Commission. It shall be the right of the Commission to decide annually on the Structure of the Executive Office/s. The Commission will decide by vote at each annual election whether to elect officers as Co-Chair or Chair and Vice Chair.

**II.2 Eligibility.** All officers shall be members of the Commission and no member shall hold more than one office at a time.

**II.3. Term.** Officers shall be elected to serve until the next Annual Meeting. Their terms of office shall begin at the close of the meeting at which they are elected. Officers may serve more than one term. Officers shall deliver to their successors all accounts, papers, records, and other Commission property within two weeks of their expired term.

**III.4. Removal.** An Officer of the Commission may be removed from office for cause. Cause shall include, but not be limited to, misuse of office, improper representation of the commission, failure to carry out minimum duties of office, failure to attend three consecutive regularly scheduled meetings in any twelve month period or four regularly scheduled meetings in any twelve month period without just cause as determined by the Commission; provided, that any member may submit in writing to members of the commission any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. A member or members of the commission shall submit a signed statement outlining the charges to

the Commission and, following the proper procedure, cause is established. Proper procedure includes distribution of the statement to all Commission members. Decision as to removal will be made by majority vote at the next scheduled meeting. Removal from office is not a vote for dismissal from the Commission.

**II.5. Types of Officers and Duties.** BMC § 2.08.020(9) The commission shall elect a chairperson, vice-chairperson, secretary, treasurer and such other officers as may be necessary.

- 1) **Duties of the Chairperson.** The Chairperson shall prepare the agenda for all meetings, and preside over all meetings (except when she/he designates the Vice-Chairperson). The Chairperson shall distribute the agenda (see Sample Agenda) and related documents no less than 48 hours prior to a scheduled meeting. The Chairperson, in coordination with other members of the Executive Committee, shall be responsible organizing and submitting the Commission's Annual Report, as required by BMC § 2.12.100(8)(D).
- 2) **Duties of Co-Chairs.** In the event that the Commission elects two Co-Chairs, instead of a Chairperson and Vice-Chairperson, then the following shall apply. The newly elected Co-Chairs shall decide how to divide the responsibilities enumerated for the Chair and Vice Chair and shall ensure that all of these responsibilities are explicitly assigned to an individual. This list of responsibilities shall be presented in written format to the Commission by the next regular meeting.
- 3) **Duties of the Vice-Chairperson.** The Vice-Chairperson shall serve as the Chairperson in the absence of the Chairperson; shall perform all duties that may be delegated by the Chairperson; shall aid the Chairperson on request; shall post notice of vacancies of the Commission's Advisory Committee positions and the requirements thereof; and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission. In the absence of the Secretary, the Vice-Chairperson shall serve as or appoint a Member to serve as Secretary.
- 4) **Duties of the Secretary.** BMC § 2.08.020(10) The secretary shall keep, for every meeting, written minutes in which the results of any vote are recorded and, when appropriate, specific findings of facts and conclusions are set forth.
- 5) **Duties of the Treasurer.** The Treasurer shall facilitate the preparation of the annual budget as required by BMC § 2.08.020(13). Additionally, the treasurer shall facilitate the efforts of commission members to identify funding sources in order to execute the strategic goals of the commission as authorized by BMC § 2.12.100(8)(A).

**II.6. Executive Committee.** The Executive Committee shall consist of the Chairperson, the Vice-Chairperson, the Secretary, and the Treasurer.

- 1) The executive committee shall be responsible for organizing the creation of the Commission's annual report, as required by BMC §2.12.100 (8) (D).

### **Article III. Meetings**

**III.1 Meetings.** BMC § 2.12.100(6) The Commission shall meet one time each month, every month of the year, unless it decides to cancel the meeting.

**III.2 Annual Meeting.** At the Commission's monthly meeting in February of each year, the following activities shall occur:

- 1) Annual selection of officers
- 2) Annual review of bylaws
- 3) To provide, in cooperation with other city boards and commissions, an annual "sustainability assessment" based on said indicators. The assessment shall be included in an annual report and provided to the common council, mayor and the public.

**III.3 Majority Vote.** BMC § 2.08.020(6) A "majority vote" means a majority of the Commission who are present and voting.

**III.4 Quorum.** BMC § 2.08.020(7) Unless otherwise specified, a majority of actively serving members, excepting the nonvoting ex officio members, constitute a quorum for purpose of conducting the official business of the commission.

**III.5 Parliamentary Procedure.** BMC § 2.08.020(8) Meetings shall be conducted according to procedures set forth in Roberts Rules of Order. All members of the commission are to be provided with a set of rules that will be used during the monthly meetings.

**III.6 Conduct of Meetings.** The order of business of all meetings shall be as follows:

- 1) Call to Order;
- 2) Roll Call;
- 3) Approval of Agenda;
- 4) Approval of Minutes;
- 5) Reports from the Public;
- 6) Reports from Commissioners;
- 7) Discussions of Topics Not the Subject of Resolutions;
- 8) Resolutions for Second Reading and Discussion;
- 9) Resolutions for First Reading and Discussion;
- 10) Report from Staff Liaison;
- 11) Member Announcements;
- 12) New Business;
- 13) Adjournment.

Members of the public will be allowed to speak only once within a maximum

timeframe of 5 minutes

**III.7. Votes.** Each voting Member shall be entitled to one vote. Routine business may be conducted by voice vote. The outcome of a vote shall be determined by the majority of the serving Members present and eligible to vote and voting. A member who wishes not to vote may remain silent during a voice vote or roll call vote, or may submit a blank ballot during a ballot vote. No member may be forced to vote.

**III.8. Special Meetings.** BMC § 2.08.020(11) A special meeting of the commission may be called by the chairperson, the mayor, or by a majority of the members then serving on the commission requesting such meeting in writing. Upon receiving such request, the chairperson shall thereafter call a special meeting to be held within twenty days.

#### **Article IV. RESOLUTIONS**

**IV.1. Resolutions.** The Commission shall have the authority to adopt resolutions. Resolutions shall be given two readings before a vote may be taken on its passage and no resolution shall be adopted on the same day or at the same meeting as it is introduced except by unanimous consent of the Members present, at least two-thirds of the serving **Members actively serving** being present and voting. Resolutions will be designated by year and by order of introduction in that year (e.g., Resolution 2017-01).

**IV.2. Recommendations.** Published recommendations of the Commission and the Annual Report shall be adopted and approved by Resolution.

**IV.3. Recorded Votes.** For Resolutions considered by Commission, the Secretary shall record the total votes, the results which shall be published in the minutes of the Commission's meeting.

#### **V. Amendment of Bylaws**

**V.1. Amendment.** A two-thirds (2/3) majority of the Commission may vote to amend these by-laws only after discussing proposed amendments during at least two regularly scheduled Commission meetings that have been called with the notice required by Indiana's Open Door Law (Indiana Code 5-1.5) then in effect.