

**Basic Motions**

Motion  
*Calls for Action*  
 Debatable  
 Simple Majority

Motion to Amend  
*Changes Original*  
 Debatable  
 Simple Majority

**Other Motions**

Table  
*Postpone Vote*  
 No Discussion  
 Simple Majority

Close Debate  
*End Debate & Vote*  
 No Discussion  
 2/3 Majority

Reconsider  
*Change Prior Decision*  
 Voted in Majority  
 Within One Meeting  
 Debatable  
 2/3 Majority

Recess  
*Take a Short Break*  
 No Discussion  
 Simple Majority

Consensus Process  
*If 1-Vote Majority*  
 Debatable  
 3 Votes to Pass

Adjourn  
*End the Meeting*  
 No Discussion  
 Simple Majority

Actions and discussion are governed by motions. Only 3 motions on the table at once (a 4<sup>th</sup> would be out of order). Most recent motion is considered first.

**☐ Convene meeting + Reminder: Turn off Cell Phone**

**I. Roll Call/Quorum \_\_\_\_\_ Board Members (quorum = 4)**

**II. Pledge of Allegiance**

**III. Additions/Deletions/Approval of Agenda**

**IV. Approval of November 1, 2018 Minutes –tabled to January 2019**

**V. Announcements**

**VI. Public Comment Period**

Public Comment Period is a period reserved for comments by the public. A total of 30 minutes is allocated with each individual being allowed no more than 3 minutes each. The Public Comment Period will be closed once the allocated time has been reached.

**VII. New Business**

a. State Climate Change Executive Order (5 mins) – D. Ames  
 (Attachment A)

**VIII. Old Business**

- a. 2019-2020 EAC Grant Discussion – (15 mins) – D. Tyson (Attachment B)
- b. 2019 Goals & Objectives – Discussion – (20 mins) – D. Tyson (Attachment C)
- c. Council Presentation – Discussion – (20 mins) – D. Tyson (Attachment D)
- d. Bylaws Discussion – (10 mins) – D. Tyson

**IX. Commission Reports**

- a. ECU Sustainability Report (10 mins) – C. Carwein
- b. SWAC Update (10 mins) – D. Brinkley

**X. Other – FYI**

- a. None

**XI. Proposed Agenda Items –January 3, 2018**

- a. Elections
- b. Council Presentation – Finalize
- c. Draft Calendar
- d. Quarterly UST Report

**XII. Adjourn**

**Items for Future Consideration**

_____	_____
_____	_____
_____	_____

Board Members

**Chair**

1. Durk Tyson

**Commission Members**

2. Emilie Kane (Vice-Chair)
3. David Ames
4. Drake Brinkley
5. Nathaniel Hamilton
6. Ann Maxwell
7. Diego LLerena

**Ex-officio**

Kevin Mulligan  
(Public Works)

**Staff Liaison**

Daryl Norris  
(Public Works)

**City Council Liaison**

Brian Meyerhoeffer

**Environmental Advisory Commission Mission:**

*The Environmental Advisory Commission is hereby created for the primary purpose of recommending matters of environmental concern and serve as technical advisory to the City Council.*

**Environmental Advisory Commission Purpose:**

- Inventory and review, on a continuing basis, the condition of and threats to the environmental resources of the City; and as technical advisors, to report all needs for improvement and corrective actions to the City Council.
- To be advisory to the City Council. The commission will recommend to the City Council matters of city-wide environmental concern and shall serve as technical advisors to the City Council on environmental matters. In addition, it will review Environmental Impact Statements required by the City on major development projects.

# ***ATTACHMENT A***

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***(2019-2020 EAC Grant Package)***

*Action:* For your review and approval.



# Environmental Advisory Commission EAC GRANT PROGRAM

UPDATED 2018 • FACT SHEET #2

## DEFINITIONS

### Non-point Source Pollution—

Also known as polluted runoff, comes from diffuse or scattered sources in the environment rather than from a defined outlet such as a pipe. As water moves across and through the land it picks up and carries away natural and human-made pollutants depositing them into lakes, rivers and even underground sources of drinking water.

### Impervious Areas—

Hard surfaces, like rooftops, roads and parking lots that prevent or slow the absorption of stormwater runoff into the ground.

### Stormwater Control Measure (SCM)—

Refers to any stormwater control, best management practice (BMP), or other method used to prevent or reduce the discharge of pollutants.

### Riparian Buffer—

An area of vegetated land, adjacent to waterways, streams, wetlands, lakes, ponds, and other surface waters for the purpose of minimizing the impacts of point and non-point source pollution.

### Watershed—

Also known as a drainage basin or catchment area. A topographical area from which all precipitation flows or drains to a single river, river system or other waterbody.

### Biodiversity—

Wide variety of organisms, from one-celled organisms to large mammals, in the natural environment. Biodiversity decline results in loss of food and increased environmental contamination.

## GRANT OVERVIEW

The City of Greenville continually strives to serve its citizens and provide programs that will increase the quality of life and livability of our community. Non-point source pollution has a significant affect on water quality, property values and the safety of our citizens. In an effort to address these concerns, the Environmental Advisory Commission (EAC) has developed the EAC Grant Program.

When rain falls on natural areas, such as a forest, it is slowed down, filtered by soil and plants, and allowed to soak back into the ground. In contrast, when rain falls on impervious areas rain does not soak into the ground and stormwater runoff is created. Stormwater runoff picks up pollution such as pet waste, fertilizer, pesticides, motor oil, litter and yard waste on the way to local creeks, streams and waterways. In Greenville, stormwater runoff does not go to a treatment plant. Instead, runoff, and the pollution in it, flows into our creeks and streams, then eventually into the Tar-Pamlico or Neuse River.

This Program will provide an avenue for organizations to apply for a grant from the City for projects that will minimize the effects of non-point source pollution. There are many different types of projects you can initiate on your property or throughout your organization. Most projects are structural and prevent water pollution by capturing polluted runoff and treating or detaining it. Other projects may take the form of education, awareness, or good house keeping measures. All of these components are equally important.

## ADMINISTRATION

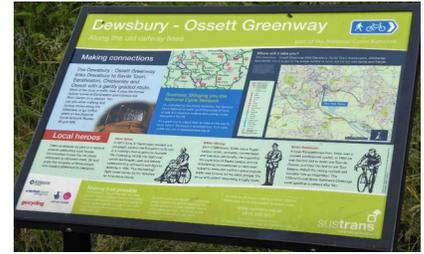
There is \$2,500.00 available for a project or projects during the July 1st—June 30th grant cycle. In addition, the grant requires the applicant to match 25% of the grant amount awarded. This can be in the form of volunteer labor, donated materials or equipment, or may be monetary.

Funds will be disbursed in three installments: The first 45% will be distributed upon award. The second 45% will be distributed upon receipt of invoices indicating that 75% of the first disbursement has been spent. The final 10% will be disbursed upon final submission of the project, financial report and presentation to EAC. Any maintenance costs associated with the BMP shall be the responsibility of the property owner.

SUPPORTED BY:  
CITY OF GREENVILLE  
STORMWATER MANAGEMENT PROGRAM

# PROJECT IDEAS

- Distribute commercial car washing vouchers to encourage wash water recycling.
- Remove impervious areas and restore to pervious ground cover.
- Install pet waste stations in public use areas.
- Develop curriculum or educational materials on stormwater quality, quantity and watershed based issues.
- Restore riparian buffer.
- Install stormwater control measure.
- Repair erosion caused by runoff.
- Install rain barrels for water reuse.
- Retrofit existing stormwater facilities to improve water quality treatment and/or increase biodiversity.
- Develop stream monitoring program.



Informational boards serve to educate the public.



Rain barrels or cisterns can store rain water for irrigation or wash water.



Pet waste stations keep stormwater from being polluted with fecal matter.

# ELIGIBILITY

Organizations must apply by the application deadline for the funds and act as the fiscally responsible party. Organizations may apply for multiple grants; however, these projects will compete against each other for funding. Depending on the size of the projects, several grants may be awarded up to a maximum of \$2500 for all awarded projects. The following requirements must be met in order for an organization to be eligible for consideration:

- Potential project locations must be within the City Limits. Projects located in county and the extra-territorial jurisdiction are not eligible under this program.
- The project must be real and measurable. The results must be available by the end of the grant cycle.
- Increase public awareness of the issue. The project must include an awareness component and ensure that as many people as technically feasible are impacted by the results.
- Ideally, the project will involve a partnership among participants, such as children and/or youth, mentors, and group leaders.
- Demonstrate that the project has improved the quality, reduced the quantity, or created awareness about stormwater runoff. This may be in the form of pictures, calculations, sampling, questionnaires, etc.
- Prepare project reporting documentation which includes: Six-month status report that describes the current status of the project and the next steps anticipated; Final report and presentation to EAC describing the project and its outcomes.



City of Greenville Public Works Department Environmental Advisory Commission  
1500 Beatty Street Greenville, NC 27834  
Phone: 252-329-4467 Fax: 252-329-4535 E-mail: [ajbraddy@greenvillenc.gov](mailto:ajbraddy@greenvillenc.gov)

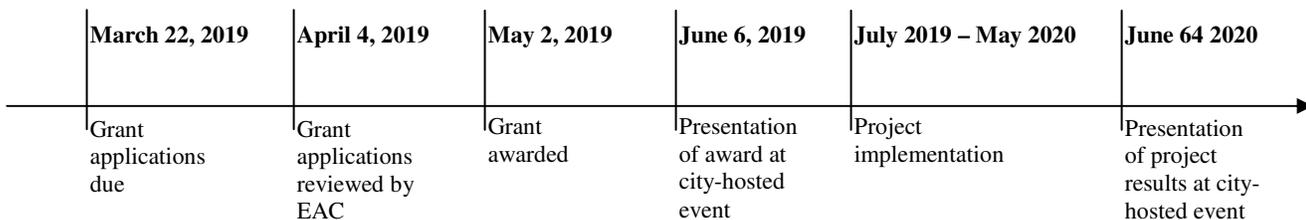
Electronic versions of the application package are available at [greenvillenc.gov](http://greenvillenc.gov).

**CALL FOR PROPOSALS**

<b>Purpose</b>	To increase awareness about the need for improved water quality and good storm water management techniques and their role in maintaining an overall, healthy community environment.
<b>Total funds available</b>	\$2,500
<b>Grant ceiling</b>	\$2,500
<b>Match</b>	A match of 25% of total grant amount awarded (see Requirements).
<b>Financial Partnership</b>	Although not required public-private partnerships are encouraged and will be considered a stronger proposal.
<b>Process for grant selection</b>	All submitted projects are reviewed by the City of Greenville Environmental Advisory Commission (EAC). Projects will be ranked according to how well they meet the requirements outlined below. If two projects are deemed to be equally qualified the EAC reserves the right to split the grant.
<b>Requirements</b>	<p>Projects must:</p> <ol style="list-style-type: none"> <li>1. Be real and measurable  <i>Project must be implemented with initial results available by the end of the grant cycle. Examples of project results include: new signage, a report that demonstrates change, presentations to external groups, etc. Research projects may be submitted with the understanding that they contain an implementation component that will be started before the end of the grant.</i></li> <li>2. Increase public awareness of the issue  <i>Project must include an awareness raising component to ensure the project has as wide ranging an impact as technically feasible. Examples of public awareness can be: creating and distributing a “fact sheet”, holding an event where the importance of storm water management is discussed, creating signage to raise awareness on the issue, hosting an informational day, etc.</i></li> <li>3. Involve more than one person  <i>The project should involve a partnership among participants, such as children, and/or youth, mentors and group leaders.</i></li> <li>4. Demonstrate that the project has improved the quality or reduced the quantity of stormwater, and/or has enhanced education or resulted in behavioral changes regarding stormwater run-off  <i>Some examples are: Before and after pictures documenting the repair of erosion caused by ditches or streams or caused by surface run-off. Calculating the amount of run-off that will be reused or that will infiltrate as a result of the project. Before and after questionnaires indicating a change in knowledge or behavior. Reporting on the habitat of the body of water is a good indication of poor or good water quality. Traditional analytical testing.</i></li> <li>5. Provide 25% match  <i>This can be in the form of volunteer time, donation of materials or</i></li> </ol>

	<p><i>direct financial contribution.</i></p> <p>6. Prepare project reporting documentation which includes:</p> <ul style="list-style-type: none"> <li>▪ <i>6-month status report that describes the current status of the project and the next steps anticipated</i></li> <li>▪ <i>Final report presenting the project and its outcomes</i></li> <li>▪ <i>Presentation to the EAC and City Council on the project</i></li> </ul> <p><b>Applicants must complete and submit the application package (see attached).</b></p>
<b>Eligibility</b>	Organizations initiating a project located within Greenville’s City Limits are eligible to apply. Projects located in the county or Greenville’s Extra-territorial Jurisdiction <u>ARE NOT</u> eligible. Projects actively involving children and/or youth are encouraged.
<b>Grant cycle</b>	July 1, 2019 – May 31, 2020
<b>Disbursement of funds</b>	<p>Funds will be disbursed in three installments.</p> <ul style="list-style-type: none"> <li>• The first 45% will be distributed upon the awarding of the grant.</li> <li>• The second 45% will be upon receipt of invoices indicating that 75% of the first disbursement has been spent.</li> <li>• The final 10% will be disbursed upon final submission of project and financial report and presentation to EAC/City Council.</li> </ul> <p>The level and timing of disbursements may be altered by the EAC with appropriate justification.</p>
<b>Submission deadline</b>	<b>March 22, 2019</b>

**Grant Timeline:**



**Resources Information:**

For more information about this grant please contact:

**Amanda Braddy** ([ajbraddy@greenvillenc.gov](mailto:ajbraddy@greenvillenc.gov))  
 Public Works Department - Engineering Division  
 1500 Beatty Street  
 Greenville, NC 27834  
 (252) 329-4467

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**APPLICATION PACKAGE**

**APPLICANT FORM**

Form must be typed using Time Roman 12 point font. Hand-written applications **will not be accepted**

<b>Name of Organization Submitting Application</b>	
<b>Contact Information</b> <ul style="list-style-type: none"><li>• Contact person</li> <li>• Address</li> <li>• Phone number</li> <li>• Email</li></ul>	
<b>Contact Information of Grant Administrator</b> (if different from above) <ul style="list-style-type: none"><li>• Contact person</li> <li>• Address</li> <li>• Phone number</li> <li>• Email</li></ul>	
<b>Project Name</b>	
<b>Project Description</b> (max. 500 words)	

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**Rationale for Project** (max 250 words)

- Outline why this project should be funded, i.e. what will this project contribute to improving storm water management in Greenville?

**Public-Private Partnerships** (max. 250 words)

- Describe the partnership(s) and how they will contribute to the project

**Partners or Groups Involved** (max. 250 words)

- Describe the group(s) and how they will be involved in the project

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<p><b>Risks and Responses</b></p> <ul style="list-style-type: none"><li>• List any possible risks that may hinder the successful implementation of the project and note how these risks may be overcome</li></ul> <p>For example: --Risk: resistance from school group to take on new project. --Response: hold two informational meetings to present project; generate one page overview for students to take home to parents.</p>	
<p><b>Implementation Timeline</b></p> <ul style="list-style-type: none"><li>• List key dates</li></ul>	

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**Benchmarks** (max. 500 words)

- Describe how the effect/impact of the project will be measured

<p><b>Post-project</b></p> <ul style="list-style-type: none"><li>• Detail any anticipated work that will need to be done once the grant is completed e.g. if a wetland is put in place, what will be needed to keep this functioning over the next 5 years.</li></ul>	
<p><b>Signature of organization Authorized Representative</b></p>	
<p><b>Date</b></p>	

**BUDGET FORM**

If the line item is not relevant to your proposal simply leave the line blank.

Indicate in the *Group Match* column those areas where the group will contribute the required 25% match. This match may be in the form of material donations, volunteer hours or money but they must be represented as a monetary amount in the table below.

Indicate in the *Private Contribution* column those areas where the partnering organization will provide financial or in-kind support.

<b>Budget Items</b>		<b>City of Greenville</b>	<b>Group Match</b>	<b>Private Contribution</b>	<b>Totals</b>
<b>Design</b>	Financial contribution				
	In-kind contribution				
<b>Survey</b>	Financial contribution				
	In-kind contribution				
<b>Education</b>	Financial contribution				
	In-kind contribution				
<b>Construction</b>	Financial contribution				
	In-kind contribution				
<b>Plantings</b>	Financial contribution				
	In-kind contribution				
<b>Printing</b>	Financial contribution				
	In-kind contribution				

<b>Monitoring</b>				
Financial contribution				
In-kind contribution				
<b>Land</b>				
Financial contribution				
In-kind contribution				
<b>Other (please itemize)</b>				
Financial contribution				
In-kind contribution				
<b>Administration</b>				
Financial contribution				
In-kind contribution				
Cash Sub-total				
In-kind Sub-total				
<b>Total</b>	<b>1</b>	<b>2</b>		

**Box 1 Total grant amount requested from the City of Greenville Environmental Advisory Commission** \$ \_\_\_\_\_  
CAN NOT EXCEED \$2,500

**Box 2 Total match provided by applicant** \$ \_\_\_\_\_  
MUST BE AT LEAST 25% OF BOX 1

**Final Checklist**

- \_\_\_ Application Form is completed, signed, and dated.
- \_\_\_ Budget Form is completed and attached.
- \_\_\_ Provided proof of location of proposing organization's project.
- \_\_\_ Letter of support is attached. (optional)

**Send complete application packet to:**

Ms. Amanda Braddy  
Public Works Department - Engineering Division  
1500 Beatty Street  
Greenville, NC 27834

**DEADLINE: MARCH 22, 2019**

# ***ATTACHMENT B***

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***(2019 Goals & Objectives)***

Action: For your information.

## 2019 EAC Goals

### 1. Explore feasibility of Sustainability Coordinator for the City of Greenville.

- Actions:
- a) Coordinate with the City Manager to identify existing and proposed sustainable practices and opportunities.
  - b) Collaborate with ECU to supply information, reports and studies to examine this requested position.
  - c) Collaborate with existing Sustainability Office with East Carolina to discuss sustainability efforts.

### 2. Identify and deploy ways to promote environmental education and engage citizens (including students) in addressing environmental [sustainability] issues.

- Actions:
- a) Increase public awareness of the Watershed Master Plans.
  - b) Continue to administer and champion the EAC Grant Program.
  - c) Develop educational segments that highlight EAC's mission and current initiatives.
  - d) Increase recycling initiatives and explore incentives to encourage participation.
  - e) Encourage implementation of environmental initiatives from the City's Horizon's Plan.

### 3. Continue to increase deliberate and intentional engagement with Council and other Boards and Commissions.

- Actions:
- a) Assign commission members (liaisons) to follow other Boards and Commissions that may consider and/or advise on environmental issues. The liaisons will provide periodic updates to EAC on topics that have potential for partnering or collaboration.

STATUS: The following Boards & Commissions have been identified as having the potential to making decisions impacting the environment.

Redevelopment Commission –  
Greenville Utilities Commission –  
Greenville Bike & Pedestrian Commission –  
Recreation and Parks Commission –  
Community Appearance Commission –  
Neighborhood Advisory Board –  
Public Transportation & Parking Commission –  
Planning & Zoning Commission –

- b) Meet with individual Council Members to discuss the importance of environmental issues relevant to Greenville.

### 4. Seek ways to conserve and protect our water resources.

- Actions:
- a) Provide guidance and recommendations to City Council on the utilization of the Watershed Master Plans. This includes water quality monitoring results completed as part of the master planning process.
  - b) Receive updates on Stormwater Advisory Committee actions

**5. Identify and suggest ways to reduce greenhouse gases and air pollution generated by municipal operations.**

- Actions:
- a) Revisit the Cool Cities Initiative and assess the need for a subcommittee that can focus on municipal operations and make recommendations for improvements (Greenville Climate Protection Partnership).
  - b) Prepare resolution focusing on recommendations made by subcommittee if applicable.

**6. Identify and suggest ways to increase energy conservation and renewable energy production.**

- Actions:
- a) Facilitate Commission and/or Council presentation on renewable energy options for City activities.

**STATUS:** In partnership with Sierra Club, EAC will continue collaboration in presenting a Clean Energy Discussion to highlight best management practices that may be utilized within the City of Greenville.

- b) Develop resolution focusing on adoption of renewable energy initiatives.

# ***ATTACHMENT C***

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***(Council Presentation)***

Action: For your information.

# City Council Meeting

January 9, 2018



## Item ?

Presentations by Boards and Commissions:  
Environmental Advisory Commission



## Current EAC Members

- Durk Tyson, Engineer 2017 Chair
- Emilie Kane – Retired ECU Administration – 2017 Vice-Chair
- David Ames – Physician
- Drake Brinkley – Lawyer
- Nathaniel Hamilton – Physician
- Diego Llerena – Health Care Administration
- Ann Maxwell – Retired Educator Pitt County Schools



## Support to EAC

- McLean Godley – Council Member
- Kevin Mulligan – Public Works Director
- Daryl Norris – Civil Engineer II
- Lisa Kirby – Senior Engineer
- Amanda Braddy – Administrative Assistant
- Chad Carwein – Sustainability Manager, ECU



## EAC Goals

1. Identify and deploy ways to promote environmental education and engage citizens (including students) in addressing environmental (sustainability) issues.

### Actions:

- a) Increase public awareness of the Watershed Master Plans.
- b) Continue to administer and champion the EAC Grant Program.
- c) Participate in 2017 Earth Week Events.
- d) Develop educational segments for GTV9 that highlight EAC's mission and current initiatives.
- e) Increase recycling initiatives.



## EAC Goals cont'd.

2. Continue to increase deliberate and intentional engagement with Council and other Boards and Commissions.

### Actions:

- a) Assign commission members (liaisons) to follow Boards and Commissions that may consider and/or advise on environmental issues. The liaisons will provide quarterly updates to EAC on topics that have potential for partnering or collaboration.

STATUS: The following Boards and Commissions have been identified as having the potential to make decisions impacting the environment:

Redevelopment Commission – Durk Tyson  
 Greenville Utilities Commission – Durk Tyson  
 Greenville Bike & Pedestrian Commission – Emilie Kane  
 Recreation and Parks Commission – Nathaniel Hamilton  
 Community Appearance Commission – David Ames  
 Neighborhood Advisory Board – Ann Maxwell  
 Public Transportation & Parking Commission – Emilie Kane  
 Planning & Zoning Commission – Drake Brinkley



## EAC Goals cont'd.

3. Identify and suggest ways to reduce volume of our waste.

Actions:



## EAC Goals cont'd.

4. Seek ways to conserve and protect our water resources.

Actions:

- a) Provide guidance and recommendations to City Council on the utilization of the Watershed Master Plans. This includes water quality monitoring results completed as part of the master planning process.

STATUS: The Watershed Master Plans were finalized and presented to City Council in August 2016. A Stormwater Advisory Committee (SWAC) was established to work with staff to select the stormwater capital projects previously prioritized within the Watershed Master Plan. The Committee will review current development regulations and recommend a sustainable level of service for the stormwater program.

These recommendations will be presented to Council via a workshop and, if approved, would result in changes to the stormwater ordinance and design and inspection requirements as well as stormwater utility rates.



## EAC Goals cont'd.

6. Identify and suggest ways to increase energy and renewable energy production.

Actions:

- a) Facilitate Commission and/or Council presentation on renewable energy options for City activities.
- b) Develop resolution focusing on adoption of renewable energy initiatives.
- c) Explore feasibility of Sustainability Coordinator for the City of Greenville.



# ***ATTACHMENT D***

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***(Bylaws Discussion)***

Action: For your information.

BY-LAWS  
ENVIRONMENTAL ADVISORY COMMISSION  
GREENVILLE, NORTH CAROLINA

Article I - Name, Purpose

- Section 1. In accordance with Title 2, Chapter 3, Article G. Environmental Advisory Commission, approved March 13, 2008 (as amended), the Greenville City Council established a Commission to be made up of the citizens of the community and to be known as the Environmental Advisory Commission of the City of Greenville (hereinafter, the “Commission”).
- Section 2. The purpose of the designated Commission is to inventory and review, on a continuing basis, the condition of and threats to, the environmental resources of the City; and as technical advisors, to report all needs for improvement and corrective actions to the City Council.
- Section 3. The Commission will be advisory to the City Council. It will recommend to the City Council matters of city-wide environmental concern and shall serve as technical advisors to the City Council on environmental matters. In addition, it will review Environmental Impact Statements required by the City on major development projects.

Article II - Membership

- Section 1. The membership of the Environmental Advisory Commission shall be established and maintained in accordance with Title 2, Chapter 3, Article G. Environmental Advisory Commission, approved March 13, 2008 (as amended).
- Section 2. The Director of Public Works or the Director’s appointee shall serve as executive secretary without vote and shall provide technical assistance as necessary.
- Section 3. Attendance of members shall be in accordance with Title 2, Chapter 3, Article A. Meetings of Public Bodies, approved February 13, 1986 (as amended), and Board and Commission Policy for the City of Greenville, adopted by the Greenville City Council October 11, 2010 (as amended).

Section 4. Although attendees will not vote as members, attendance of regular meetings of the Commission by students, civic groups and their members, local officials and businessmen is to be encouraged. All meetings of the Commission shall be open to the public and duly publicized in a newspaper of general circulation.

#### Article III - Officers

Section 1. The Commission will name from among its members, a Chair, a Vice-Chair and a Secretary. The Director of Public Works or the Director's appointee, serving as Executive Secretary, may be designated as Secretary of the Commission.

Section 2. The officers of the Commission will be elected by vote of the members present at the first meeting of each calendar year or as soon as feasible.

Section 3. The officers elected will take office at next meeting and will serve until the election of the following year unless removed from membership.

Section 4. In the case of any vacancy among the officers, an election will be held at the next monthly meeting to select a replacement for the balance of the calendar year.

#### Article IV - Duties of Chair

Section 1. The Chair will preside at business meetings of the Commission, appoint committees, and perform such duties as custom and parliamentary procedures may require. He or she will represent the Commission or will arrange for such representation in presentations to the City Council and at public hearings or in other meetings concerned with environmental matters. The Chair will report vacancies on the Commission to the City Council and request appointment of replacements or of additional members. The Chair will notify or have notified all members in advance of each regular meeting:

#### Article V - Duties of Vice-Chair

Section 1. The Vice-Chair will assume the duties of the Chair whenever the latter is absent from a meeting or unable to attend to any other official

requirement. In the case of a vacancy as Chair, the Vice-Chair will act in that capacity until a new Chair is elected. The Vice-Chair will perform such duties as designated by the Chair.

#### Article VI - Duties of Secretary

- Section 1. The Secretary shall keep the records and minutes of the Commission and shall keep the members informed of business transacted. At the direction of the Chair, he or she will notify members of dates and places of meetings of the Commission, and of other groups as well as of scheduled events of pertinent interest. The Secretary will duly publicize the time and place of Commission meetings in advance in a newspaper of general circulation.
- Section 2. The Secretary will conduct correspondence as may be appropriate to this office.
- Section 3. The Secretary will maintain an up-to-date record of members, appointment date and expiration date of appointment terms, addresses, telephone numbers, with other such information as necessary.
- Section 4. The Secretary will provide liaison between this Commission and other interested agencies when pertinent.

#### Article VII Committees

- Section 1. To ensure more detailed coverage of specific areas of responsibility pertaining to various resources and pollution areas, Commission members will be designated by the Chair to serve on separate committees. A member may serve on more than one committee. Committee efforts and updates will be reported to the Commission.
- Section 2. These committees may consist of the following: Land, Water, Air, Publicity and Liaison, Energy and Building Construction, Public Health, Transportation, and others as needed.
- Section 3. Each committee by vote of its designated members will elect a Committee Chair to serve during the calendar year. The Chair will be responsible for calling and conducting meetings of the committee for furthering the work

of the Commission within the designated field of the committee, for coordination with the Commission and the other committees, and for making sufficient record, minutes and reports to the Commission.

Section 4. All members of the Commission shall be encouraged to keep abreast of the work of the committees other than that or those to which they are assigned, and to attend committee meetings whenever there is a matter under consideration in which they have an interest or to which they may contribute. The interest of and attendance by nonmembers shall be similarly encouraged.

#### Article VIII - Meetings

Section 1. Notice of meetings shall be in accordance with Title 2, Chapter 3, Article A. Meetings of Public Bodies, approved February 13, 1986 (as amended).

Section 2. The Commission as a whole will schedule a meeting at least once each month to review reports, discuss current or proposed conditions and projects, prepare recommendations to the City Council, and to plan other actions within the scope of its responsibilities. These monthly meetings are to be open to the public.

Section 3. The meetings of the Commission are to be held on the first Thursday of each month at a time and place set by the Chair. The Commission will not meet in the month of July.

Section 4. To allow proper preparation, advertisement, and attendance, requests for additions to the meeting agenda will be made at least 3 weeks in advance, except for exceptional or emergency circumstances as determined by the Chairman.

Section 5. If there is no business and at the option of the Chairman regular scheduled meetings may be canceled. All members will be notified at least 24 hours in advance of any cancellation.

Section 6. Other meetings, as required by needs or events, will be called by the Chair or any two other members. Commission members shall be notified at least 24 hours in advance of any call meeting.

Section 7. Minutes shall be kept and made a part of the Commission records for

each such regular or called meeting of the Commission.

#### Article IX - Expenses

Section 1. All Commission members, including the Officers, serve without pay.

Section 2. Travel and other expenditures pertaining to authorized business of the Commission may be reimbursed from City funds provided such expenditures have been specifically approved in advance by the City Council.

#### Article X - Amendments

Section 1. Any amendment or change to these by-laws must be approved by an affirmative vote of 2/3 of the members.

These By-Laws, as amended, were approved by the Environmental Advisory Commission on February 14, 1985.

Amended to change meeting date from second Thursday to first Thursday of each month May 12, 1988.

These By-Laws, as amended, were approved by the Environmental Advisory Commission on November 6, 2008

These By-laws, as amended to include the Commission does not meet in the month of July, were approved by the Environmental Advisory Commission on June 7, 2012.

These By-Laws, as amended, were approved by the Environmental Advisory Commission on February 5, 2015.

These By-Laws, as amended, were approved by the Environmental Advisory Commission on December 6, 2018.