

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. 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 5. 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 6. 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.