

BYLAWS OF THE SALIDA SUSTAINABILITY COMMITTEE

I. ENABLING AUTHORITY

Enabling authority for the Salida Sustainability Committee is found in the Salida Municipal Code § 2-18-10 as amended.

II. MEMBERSHIP, APPOINTMENTS AND TERMS

A. The Sustainability Committee (the “Committee”) shall consist of five to nine appointed members, eight of whom shall be appointed by the City Council and one who shall be appointed by the Board of County Commissioners. Further, one member shall be a youth representative within the age range of 14 to 18 years of age.

B. Members need not reside [or own real property] within the corporate limits of the City, however, if they reside outside of the City must have a connection to sustainability efforts within the City. Efforts will be made to appoint members who represent a wide cross-section of the sustainability community including experience in waste management; transportation; energy supply; land use/natural climate solutions; energy usage, both residential and commercial; water and air quality; and conservation.

C. The terms of office of all appointed Committee members shall be staggered so that no more than two vacancies normally occur in any two-year period. The original members shall serve as follows:

Three appointee shall serve a one-year term;

Three appointees shall serve two-year terms;

Three appointees shall serve three-year terms:

Thereafter, all Committee members will serve two-year terms.

D. In the event that a member is unable to attend a meeting or meetings of the Committee, no substitute member shall be appointed to act in the absent member’s place. However, in the event that the Chair or the Secretary of the Committee has knowledge that a member will be temporarily unable to act for three or more months, owing to absence from the City, illness, or any other cause, the Chair or the Secretary may request that the City Council appoint a replacement member to take the absent member’s place during the temporary absence.

E. While not obligated, a member may serve until a successor is appointed. Members may be appointed to serve successive terms without limitations. Appointments to fill vacancies on the Committee shall also be made by the City Council except the position filled by the member appointed by the Board of County Commissioners, which will continue to be appointed by the Board of County Commissioners.

F. All members of the Committee shall serve without compensation.

G. The City Council may remove a member of the Committee for neglect of duty or

malfeasance in office or for other good cause or without cause in its discretion.

III. OFFICERS AND CITY STAFF

- A.** A Chair, Vice Chair, and Secretary shall be elected annually by a majority of the entire membership of the Committee and may serve successive terms. The Chair shall be responsible for conducting all meetings of the Committee. The Vice Chair shall substitute for the Chair in the absence of the Chair.
- B.** The City shall hire a Sustainability Coordinator who shall be responsible for providing the appropriate technical staff to assist the Committee. The Sustainability Coordinator shall serve in this capacity by operation of these Bylaws and need not be appointed by separate action of the Sustainability Committee for this purpose. In the event the Sustainability Coordinator position is not filled, staff will be appointed by the City Administrator.

IV. MEETINGS AND VOTES

- A.** A quorum for the Committee shall consist of a majority of then appointed members. A quorum is necessary for the Committee to take official action. All official actions of the Committee shall be taken by vote, with a majority of those members present and voting needed to approve a vote except as otherwise expressly provided in these Bylaws. A roll call vote shall be taken upon the request of any member. A tie vote shall be deemed denial of the motion or recommended action.
- B.** All meetings or hearings of the Committee at which three or more members are present, and at which any public business is discussed or any formal action taken, shall be open to the public at all times, in accordance with the Colorado Open Meetings Law, Part 4 of Article 6 of Title 24, C.R.S., as amended. Chance meetings or social gatherings at which the discussion of public business is not the central purpose shall not be required to be noticed or held in public, as provided in the Open Meetings Law.
- C.** The Committee shall keep a record of its proceedings, which record shall be open to inspection by the public during regular City office hours. A recording of any public meeting at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur shall be taken and shall be available for public inspection. Summaries of action taken at a public meeting of the Committee, may be approved at a subsequent meeting by a majority vote of the members present at the subsequent meeting, without regard to the identity of the specific members attending both meetings, provided that copies of the proposed written minutes or summary are mailed to all members for their review and comment prior to the meeting at which the vote to approve is taken.
- D.** Regular meetings of the Committee may be held as needed, but at least monthly on the second Wednesday of each month. Meetings will be held at 4:00 pm in the Touber Building, in the Methodist Room located at 448 E 1st St, Salida, CO 81201 unless otherwise designated. The Sustainability Coordinator will notify the Committee at

least two weeks in advance of the need for a meeting. If there are no pending projects that necessitate a meeting, the Sustainability Coordinator may request a meeting for training or other useful purposes.

- E. Additional meetings may be scheduled with the approval of a majority of the Committee or of the City Council, if deemed necessary for the Committee to complete its pending business in a timely manner, provided that at least three days' notice is given to all members, and notice to the public is provided as required by the Colorado Open Meetings Law. Committee meetings shall be scheduled for the afternoon or evening hours, in order to maximize public attendance and input.
- F. All requests for approval or other official action by the Committee, and all matters scheduled for public discussion by the Committee, shall be placed on a written agenda of the Committee. The Chair shall have the discretion to alter the order of the Committee's consideration or hearing of any of the items listed on an agenda if appropriate in light of the relative anticipated length of items, the presence or absence of interested persons, or other reasonable considerations. In addition, the Committee, by majority vote, shall have the right to amend the agenda to add, delete, or table or continue any matter, provided that no such action shall be contrary to the procedural requirements of the Open Records Law, or any statute governing the matter at issue.

V. DUTIES AND AUTHORITIES

The Committee shall have the following duties and authorities:

- A. Advise the City Council on issues pertaining to sustainability efforts.
- B. Assist the City Council and City staff to implement the Energy Action Plan and Climate Action Plan.
- C. Engage in thoughtful analysis of the City's greenhouse gas emissions.
- D. Update and advocate for the advancement of local guidelines and codes to lower energy consumption.
- E. Advocate for improvement of waste diversion and recycling to keep the landfill viable.
- F. Serve as a link between the City Council, City staff, and the community with respect to sustainability initiatives and projects.
- G. Adopt bylaws and guidelines for the functioning of the Committee.

VI. RELATIONSHIP TO THE CITY COUNCIL AND CITY STAFF:

- A. The Committee shall advise and recommend to the City Council exclusively on those matters pertinent to the Sustainability Committee's duties and subject area, as set forth herein.
- B. A member of the City Council shall be appointed as the Council's liaison to the

Committee. The liaison will attend regular Committee Meetings and be the conduit of bidirectional information to and from the City Council. The liaison is not a member of the Sustainability Committee, nor is the liaison entitled to vote.

VII. AMENDMENTS TO BYLAWS

These Bylaws may be amended by a majority vote of the total membership of the Sustainability Committee, and upon acceptance by the City Council.