

Sustainability Advisory Board: Summary of proposed bylaw edits

This document summarizes the proposed changes to the SAB bylaws to better align with Resolution No. 7224, a Resolution Adopting Standard Policies and Procedures Relating to Advisory Boards and Committee and Commissions of the City of Lawrence, KS.

Bylaw elements	<u>Current SAB Bylaws</u>	Recommended changes
Purpose	The purpose of the Board is to promote environmental protection, and advocate for policies which support sustainability (including environmental protection, waste reduction, recycling, energy conservation and natural resource conservation) within the City of Lawrence; to improve the quality of life by enhancing our efforts in these areas; to advise the City Commission on ways to improve in these areas; and, to establish good public relations with related organizations, public and private, by working together to achieve like goals.	The purpose of the Sustainability Advisory Board (Board) is to advise the Governing Body of the City of Lawrence, Kansas, regarding issues affecting sustainability, environmental protection, waste reduction, recycling, energy conservation and natural resource conservation environmental protection.
Membership Eligibility	Membership is open to any person residing in the City of Lawrence, Kansas	No change
Elected officers	<p>The officers of the Board shall be a Chairperson, a Vice Chairperson, and a Secretary.</p> <p>The Chairperson shall set the agenda; distribute the agenda and supporting documents to each Board member at least ten (10) days prior to the meeting; preside at all meetings of the Board; execute the plans and policies of the Board, and perform such other duties as the Board may prescribe.</p> <p>The Vice Chairperson shall perform the duties and exercise the powers of the Chairperson in the absence or disability of the Chairperson. The</p>	<p>Remove the role of secretary. Note taking will shift to staff.</p> <p>The duties of elected officers shall be:</p> <p>a. Chair</p> <p>(i) Shall preside at all Board meetings; and</p> <p>(ii) Shall represent the Board, as necessary, at all City meetings.</p> <p>b. Vice-chair</p>

	Vice Chair person shall also perform such other duties as the Board may prescribe.	<p>(i) Shall preside at Board meetings in the absence of the Chair; and</p> <p>(ii) Shall represent the Board in the absence of the Chair, as necessary, at all City meetings.</p>
Executive Council	The Executive Council shall consist of the Chairperson, Vice Chairperson, and Secretary.	Does not include an Executive Council
Define role of staff	Not addressed	The Sustainability Director, or their designee, shall serve as staff liaison between the City and the Board. The staff liaison shall, in consultation with the Chair, prepare the agenda and order of business for each regular meeting. The staff liaison shall be responsible for recording the minutes of regular and special meetings of the Board. The staff liaison shall also keep the Board informed of all communications.
Vacancies	Not addressed	Upon the vacancy of a position on the Board, the staff liaison shall notify the City Manager of the vacancy. The City Manager shall request that the Mayor appoint a replacement.
Attendance	Any person who misses two (2) consecutive or (3) cumulative meetings in a year without notifying the Board and/or staff shall be considered to have resigned from the Board. The person may appeal to the Board for an exception. Such exception shall require a majority of the Board.	A Board Member having 2 or more unexcused absences or 5 or more absences for any reason during one (1) calendar year may be deemed by the Board to have involuntarily resigned their position. Failing to notify the Chair of an absence at least 24 hours prior to a scheduled meeting shall count as an unexcused absence. Attendance will be reviewed regularly by staff and the Chair to ensure compliance.

Meetings	<p>The meetings of the Board shall be held at such place in the City of Lawrence as shall be designated by the Board.</p> <p>The Board shall meet at least monthly on a day and time amenable to the Board unless a meeting is canceled by a vote at a previous meeting.</p>	<p>The Board shall meet regularly at a date, time, and place as determined by a simple majority vote of the Members. The date or time may be changed by a simple majority vote of the Members so long as ten days' notice is given to all Board Members. If circumstances warrant it, the Chair may cancel or postpone a regular or special meeting of the Board and, if necessary, set a new date, time, and place for the meeting.</p> <p>Notice of regular meetings and agendas, if prepared, for regular meetings shall be transmitted to all Board Members at least one week prior to the meeting. Notice, agendas, minutes, and other materials may be delivered electronically.</p>
Quorum	<p>Half plus one of the current voting members of the Board, present in person, shall constitute a quorum of the Board. Official business of the Board cannot be conducted without a quorum of the Board. No meeting will be dismissed due to lack of quorum until at least 30 minutes after the stated meeting time.</p>	<p>Half plus one of the current voting members of the Board shall constitute a quorum of the Board. There must be a quorum present (in person or by teleconference) before the Board may conduct any official business. Informal consideration and discussions may occur in the absence of a quorum.</p>
Open Meetings and Open Records	<p>Not addressed</p>	<p>All regular and special meetings of the Board shall be held in compliance with the Kansas Open Public Meetings Act of 1972, codified as amended at K.S.A. 75-4316 et seq. All records of the Board shall be subject to the provisions of the Kansas Open Records Act of 1984, codified as amended at K.S.A. 45-205 et seq.</p>

Bylaws	<p>Procedures not specifically described in these by-laws shall be as described in the latest readily available revision of Robert's Rules of Order.</p> <p>These by-laws may not be altered, amended or repealed except by a 2/3 majority of those present at a meeting called for that purpose. At least thirty (30) days written notice of such meeting must be given to each member of the Board. This notice must include the proposed alteration, amendment or repeal to be considered at said meeting.</p>	<p>Section 1. The purpose of these bylaws is to establish rules governing the internal organization of the Board and its operational procedures.</p> <p>Section 2. These bylaws may be amended at any time by a simple majority vote of all current Members of the Board.</p> <p>Section 3. Amendment to these bylaws may be initiated at any time, but a proposed amendment must be placed on the agenda prior to a regular meeting before it may be considered by the Board.</p> <p>Section 4. Amendment to these bylaws shall take effect immediately after adoption unless otherwise stipulated in the amendment.</p>
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City of Lawrence, Kansas

Sustainability Advisory Board

Bylaws

Article I

Purpose

- Section 1. The purpose of the Sustainability Advisory Board (Board) is to advise the Governing Body of the City of Lawrence, Kansas, regarding issues affecting sustainability, environmental protection, waste reduction, recycling, energy conservation and natural resource conservation environmental protection.

Article II

Membership

- Section 1. The Board shall be composed of **10** voting Members.
- Section 2. The Mayor shall, with the consent of the Governing Body, appoint Members to the Board.
- Section 3. Board Members shall be residents of Lawrence, Kansas.
- Section 4. Other than the provisions set forth in Section 5, *infra*, governing initial terms, each Board Member shall serve a three-year term. A Board Member, appointed to fill an unexpired term, shall complete that unexpired term.
- Section 5. Each Member shall serve no more than two successive full terms. Completion of an unexpired term shall not count toward the term limit.

Article III

Officers and Staff Liaison

- Section 1. The elected officers of the Board shall be:
- a. Chair
 - b. Vice-chair
- Section 2. Terms of elected officers shall be one year commencing the date of the election and continuing until the succeeding year's election.

- Section 3. The Board shall elect officers at the first regularly scheduled meeting of each year.
- Section 4. In the event that the office of Chair becomes vacant, the Vice-chair shall succeed to that office for the unexpired term. In the event that the office of Vice-Chair becomes vacant, the Board shall, at the next regular meeting, elect a member to succeed to that office for the unexpired term.
- Section 5. The duties of elected officers shall be:
- a. Chair
 - (i) Shall preside at all Board meetings; and
 - (ii) Shall represent the Board, as necessary, at all City meetings.
 - b. Vice-chair
 - (i) Shall preside at Board meetings in the absence of the Chair; and
 - (ii) Shall represent the Board in the absence of the Chair, as necessary, at all City meetings.
- Section 6. The Sustainability Director, or their designee, shall serve as staff liaison between the City and the Board. The staff liaison shall, in consultation with the Chair, prepare the agenda and order of business for each regular meeting. The staff liaison shall be responsible for recording the minutes of regular and special meetings of the Board. The staff liaison shall also keep the Board informed of all communications.

Article IV

Vacancies and Appointment Procedures

- Section 1. Upon the vacancy of a position on the Board, the staff liaison shall notify the City Manager of the vacancy. The City Manager shall request that the Mayor appoint a replacement.
- Section 2. Upon being notified by the City Manager of a vacancy of a position on the Board, the Mayor shall endeavor to nominate a replacement as soon as may be practicable.

Article V

Attendance

- Section 1. Board Members are expected to attend all regular and special meetings of the Board. Without the attendance of its Members, the Board cannot conduct its business.
- Section 2. A Board Member having two (2) or more unexcused absences or five (5) or more absences for any reason during one (1) calendar year may be deemed by the Board to have involuntarily resigned their position. Failing to notify the Chair of an absence at least 24 hours prior to a scheduled meeting shall count as an unexcused absence. Attendance will be reviewed regularly by staff and the Chair to ensure compliance.

Article VI

Conduct

- Section 1. Board Members are subject to all rules and regulations as established by the State of Kansas, City of Lawrence, and other governmental jurisdictions and agencies having legal authority to regulate public officials' behavior and conduct.
- Section 2. No Board Member may use their office in public representations unless authorized to do so by a simple majority vote of the Board.

Article VII

Meetings

- Section 1. The Board shall meet regularly at a date, time, and place as determined by a simple majority vote of the Members. The date or time may be changed by a simple majority vote of the Members so long as ten days' notice is given to all Board Members. If circumstances warrant it, the Chair may cancel or postpone a regular or special meeting of the Board and, if necessary, set a new date, time, and place for the meeting.
- Section 2. Notice of regular meetings and agendas, if prepared, for regular meetings shall be transmitted to all Board Members at least one week prior to the meeting. Notice, agendas, minutes, and other materials may be delivered electronically.
- Section 3. The Chair may call a special meeting of the Board, provided that at least three full days' notice is given to all Board Members and to the media and the public *via* posting notice of the special meeting on the City website or via other means as available and as deemed appropriate by the Chair.

Article VIII

Quorum

- Section 1. Half plus one of the current voting members of the Board, shall constitute a quorum of the Board. There must be a quorum present (in person or by teleconference) before the Board may conduct any official business. Informal consideration and discussions may occur in the absence of a quorum.

Article IX

Open Meetings and Open Records

- Section 1. All regular and special meetings of the Board shall be held in compliance with the Kansas Open Public Meetings Act of 1972, codified as amended at K.S.A. 75-4316 *et seq.* All records of the Board shall be subject to the provisions of the Kansas Open Records Act of 1984, codified as amended at K.S.A. 45-205 *et seq.*

Article X

Bylaws

- Section 1. The purpose of these bylaws is to establish rules governing the internal organization of the Board and its operational procedures.
- Section 2. These bylaws may be amended at any time by a simple majority vote of all current Members of the Board.
- Section 3. Amendment to these bylaws may be initiated at any time, but a proposed amendment must be placed on the agenda prior to a regular meeting before it may be considered by the Board.
- Section 4. Amendment to these bylaws shall take effect immediately after adoption unless otherwise stipulated in the amendment.