

**Memorandum
City of Lawrence
Department of Public Works**

TO: Lawrence City Commission
FROM: Daniel Poull, Chair
Recycling and Resource Conservation Advisory Board (RRCAB)
Date: March 20, 2007
RE: Outcomes of January 2007 Strategic Planning Meeting

The purpose of this memo is to provide the City Commission with an update on the activities of the RRCAB, and to request the Commission's consideration of a modification of our scope and a proposed name change for the Advisory Board.

In January of 2007, the Advisory Board embarked on a strategic planning effort that included the development of a list of common visions for the community, and considerable discussion of our strategic goals as an advisory board.

As a result of this planning effort, the Advisory Board reached consensus on three top priority tasks for the years 2007-2008. These priority tasks are as follows:

1. Continue tracking the City's progress on FCIP (Facility Conservation Improvement Program), the Cool Cities Campaign, and LEED (Leadership in Energy and Environmental Design) certification of the proposed library or other City building projects to promote energy conservation efforts underway. The Advisory Board shall ensure that these efforts continue, and that projects implemented therein are done so with the full support of City staff and stakeholders.
2. Continue the effort to realize City-sponsored residential curbside recycling, City-wide. The advisory board welcomes consideration of curbside recycling opportunities which may be franchised or outsourced, as needed, and may include pay-as-you-throw rate structures for residential trash disposal.
3. Pursue further research and development of weatherization and energy conservation design incentives for all private construction occurring within the City of Lawrence.

In light of the priority tasks identified, we ask that the Commission consider the attached modifications to our by-laws. Further, we request that the Commission accept our proposal to change the name of the RRCAB to the Sustainability Advisory Board as noted in the attached ordinance language.

We welcome your questions and comments and sincerely appreciate your consideration.

ORDINANCE NO. 8101

AN ORDINANCE AMENDING THE NAME AND MISSION OF THE RECYCLING AND RESOURCE CONSERVATION ADVISORY BOARD AND AMENDING CHAPTER I, ARTICLE 19, OF THE CODE OF THE CITY OF LAWRENCE, KANSAS, 2006 EDITION, AND AMENDMENTS THERETO.

- WHEREAS, the Lawrence City Commission adopted Resolution 5437 November 12, 1991, establishing the Recycling and Resource Conservation Board; and
- WHEREAS, the scope and direction of the advisory board has broadened in accordance with the direction and approval of the Lawrence City Commission; and
- WHEREAS, the Recycling and Resource Conservation Advisory Board endorses changing the name of the advisory board to reflect scope and mission more accurately; and
- WHEREAS, the Recycling and Resource Conservation Advisory Board desires to change the name of the advisory board to the Sustainability Advisory Board and formalize the additional responsibilities for the Board;

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:

Section 1. Chapter 1, Article 19 of the Code of the City of Lawrence, Kansas, 2006 Edition, and amendments thereto are hereby amended to read as follows:

ARTICLE 19. SUSTAINABILITY ADVISORY BOARD

1-1901 **SUSTAINABILITY ADVISORY BOARD, ESTABLISHED.**

There is hereby established the Lawrence Sustainability Advisory Board, hereinafter referred to as "SAB". The Sustainability Advisory Board shall be composed of ten (10) members. The Mayor, with the consent of the Governing Body, will appoint individual members of the board. The board shall serve as a representative body for the community, and shall involve volunteers and community members. Members of the Committee shall serve three (3) year terms, except when appointed to fill out an unexpired term. Members may serve for two consecutive three year terms. If originally appointed to an unexpired term, the member may complete that term plus two consecutive three-year terms. The Committee shall elect every year a member from its membership to serve as Chair who shall preside at meetings. The Committee shall prepare and approve minutes of its meetings, and forward the same to the City Commission. The Committee shall adopt by-laws as deemed appropriate, provided such by-laws are not inconsistent with this article.

1-1902

PURPOSE OF THE SUSTAINABILITY ADVISORY BOARD.

The mission of the **Sustainability Advisory 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) in the City of Lawrence and to enhance the quality of life by enhancing the City's efforts in these areas.

1-1903

SAME; DUTIES.

The **Sustainability Advisory Board** shall advise the Lawrence City Commission and city staff in the following ways. The Board should:

- (A) Monitor and review present environmental protection, waste reduction, recycling, energy conservation, and natural resource conservation efforts of the City.
- (B) Assist the Lawrence City Commission and city staff to develop and establish goals and priorities for future environmental protection, waste reduction, recycling, energy conservation, and natural resource conservation efforts.
- (C) Advise the Lawrence City Commission and city staff on practical methods and programs to reach their goals for future environmental protection, waste reduction, recycling, energy conservation, and natural resource conservation efforts.
- (D) Serve as an information resource for the Lawrence City Commission and city staff. Receive reports on environmental protection, waste reduction, recycling, energy conservation, and natural resource conservation from staff of all affected city departments.
- (E) Maintain regular communication with the Lawrence City Commission and city staff regarding advisory board activities and recommendations.

Section 2. Chapter 1, Article 19, Sections 1-1901, 1-1902, and 1-1903 of the Code of the City of Lawrence, Kansas, 2006 Edition, and amendments thereto, are hereby repealed and of no further force and effect, it being the intent of this ordinance to supersede the repealed provisions.

Section 3. This ordinance shall take affect and be in force from _____, 2007 and after its passage and publication as provided by law.

Adopted by the governing body this _____ day of _____, 2007

APPROVED:

Sue Hack, Mayor

ATTEST:

Frank S. Reeb, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Toni Ramirez Wheeler
Director of Legal Services

Date

Publish one time and return one Proof of Publication to the City Clerk and one to the Director of Legal Services.

BY LAWS
OF
CITY OF LAWRENCE SUSTAINABILITY ADVISORY BOARD

ARTICLE 1. NAME

The name of the organization is the City of Lawrence Sustainability Advisory Board, hereafter referred to as the Board.

ARTICLE II. 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 mutually beneficial working relationships with city staff, other city advisory boards, local environmental and sustainability organizations and local businesses.

ARTICLE III. MEMBERSHIP

Section 1. The Board shall be comprised of ten (10) members.

Section 2. Membership is open to any person residing in the City of Lawrence, Kansas, who has been appointed by the City Commission.

Section 3. Board members are appointed by the Mayor to serve a three-year term. Board member may not serve over two consecutive terms. A partial term of eighteen (18) months or more shall count as a term for purposes of this section.

Section 4. 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. It shall be the duty of the Board Chairperson to notify such members of compulsory resignations. The person may appeal to the Board for an exception. Such exception shall require a majority of the Board.

Section 5. If a member of the Board is unable to attend a meeting, he/she must notify staff or Chairperson prior to the meeting.

ARTICLE IV. MEETINGS

Section 1. The meetings of the Board shall be held at such place in the City of Lawrence as shall be designated by the Board. Meeting locations and times shall be listed on the City's website. [<http://www.lawrencerecycles.org>]

Section 2. 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.

Section 3. Special meeting of the Board for any purpose or purposes may be called by the Chairperson of the Board or by four (4) members of the Board. The business transacted at any special meeting must be given to each member by mail, telephone, facsimile, email or other electronic means. The notice requirement may be waived if all members of the Board agree in writing to such waiver.

Section 4. Five (5) of ten (10) 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.

ARTICLE V. OFFICERS

Section 1. The officers of the Board shall be a Chairperson, a Vice Chairperson, and a Secretary.

Section 2. The officers of the board shall be elected by the Board for one (1) year, or until the election and qualification of their successors. This election will take place at an annual meeting of the Board in December.

Section 3. The Chairperson shall set the agenda; distribute the agenda and supporting documents to each Board member at least seven (7) 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.

Section 4. The Vice Chairperson shall perform the duties and exercise the powers of the Chairperson in the absence or disability of the Chairperson. The Vice Chairperson shall also perform such other duties as the Board may prescribe.

Section 5. The Secretary coordinate with staff to ensure that minutes are kept of all proceedings and that all votes are recorded. Copies of all correspondence and other records shall be maintained and distributed by staff as appropriate. The Chairperson may direct the Secretary to perform other duties as may be prescribed by the Board.

Section 6. If an officer resigns, or cannot serve out his/her term for any reason, a replacement shall be elected by the Board at the next meeting. The newly elected officer will serve until the next regular election.

Section 7. No person may hold more than one office at a time.

Section 8. No person may hold the same office for more than three (3) consecutive one year terms. A partial term of six (6) months or more shall count as a term for purposes of this section.

ARTICLE VI. EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of the Chairperson, Vice Chairperson, and Secretary.

Section 2. Meetings of the executive Council may be called by the Chairperson or upon written request by any member of the Executive Council

Section 3. Two-thirds (2/3) of the members of the Executive Council shall constitute a quorum for the transaction of business. If at any meetings there is not a quorum present, the members of the Council present must adjourn the meeting until a quorum is present.

Section 4. Meetings of the Executive Council shall be held at a place in the City of Lawrence determined by the Chairperson.

Section 5. The Executive Council shall execute the plans and policies adopted by the Board. The Executive Council shall recommend plans and policies to the Board. The Executive Council may act on the Board's behalf if action is needed between Board meetings and there is not time to call a special meeting of the Board.

ARTICLE VII. RULES OF ORDER

Procedures not specifically described in these by-laws shall be as described in the latest readily available revision of Robert's Rules of Order.

ARTICLE VIII. AMENDMENTS

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 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.