

A RESOLUTION

TO APPROVE THE BYLAWS OF THE GREEN RIBBON ADVISORY COMMITTEE

WHEREAS, City Council prescribed by Ordinance No. 97-06 that all municipal boards and commissions should establish bylaws meeting certain criteria; and

WHEREAS, the City's Green Ribbon Advisory Committee has prepared certain bylaws in accord with that Ordinance and presented the bylaws for the consideration and approval of City Council; and

WHEREAS, in accordance with the Ordinance, the City Attorney has reviewed the bylaws and advises City Council that the bylaws comply with the Ordinance; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GREENVILLE, SOUTH CAROLINA that the bylaws of the City of Greenville's Green Ribbon Advisory Committee are approved in the form attached to this Resolution. The operating procedures, which have also been shared with City Council and which are referenced in the bylaws, may be changed without further review and approval by Council with the understanding that any changes will otherwise comply with the approved bylaws and applicable law.

RESOLVED THIS 14 DAY OF January, 2011.

  
\_\_\_\_\_  
MAYOR

Attest:

  
\_\_\_\_\_  
CITY CLERK\_ DEPUTY

## **GREEN RIBBON ADVISORY COMMITTEE BY-LAWS**

The following by-laws shall apply to the Green Ribbon Advisory Committee established by City Ordinance 2010-36.

### **ARTICLE I. DEFINITIONS.**

The following definitions shall apply to the terms below as they may appear throughout the by-laws:

1. Green Ribbon. Is a term analogous to “blue ribbon” that conveys a high level of importance to sustainability.
2. Ad Hoc Committee. Is a temporary committee formed to address a particular issue.
3. Sustainability. Is the process of addressing (1) environmental responsibility, (2) economic development, and (3) social equity in a manner that balances existing demands for products and services with the need to protect and enhance the community’s environmental resources. Sustainable strategies satisfy the needs of the present, local community while acknowledging and considering how actions impact future generations and global concerns.

### **ARTICLE II. FUNCTIONS AND ROLE.**

1. Vision. The City of Greenville will offer and support a sustainable quality of life for its citizens. A sustainable quality of life includes conservation of air, water, energy and land resources, effective minimization and management of waste, good neighborhood planning, and a comprehensive multi-modal transportation network for improved livability. Greenville will be a city in which sustainability is considered instrumental to the long-term success of the City. The Green Ribbon Advisory Committee will be an integral partner of the City and region in encouraging, supporting, and promoting sustainability so that the Greenville community can incorporate sustainability into its analysis and management of economic development, environmental measures, and quality of life.
2. Mission Statement. The Green Ribbon Advisory Committee shall promote a culture of stewardship within City government and our community to preserve and enhance our natural resources, economic needs and opportunities while addressing quality of life for present and future generations in the City of Greenville. To this end the committee shall recommend and comment upon programs and initiatives which will reduce the City’s environmental impact and distinguish Greenville as a leader in sustainability. In short, the committee’s goal is to “Keep the Green in Greenville.”
3. Purpose. To advise City Council, the City Manager, and other city staff on the development of programs and initiatives, including the development of a “Sustainability and Climate Action Plan,” which will distinguish Greenville as a leader in sustainability efforts.

### **ARTICLE III. MEMBERSHIP.**

1. Committee Size. The Green Ribbon Advisory Committee shall be comprised of seven (7) voting members appointed by City Council.
2. Membership. Members must reside or be employed within the City limits.
  - a. If a member moves out of the City or if the location of the member’s employment is no longer within the City, the member shall no longer qualify for membership.
  - b. Members will have a demonstrated interest in sustainable practices prior to their appointment. To the extent that career choices and volunteer activities are considered—they may include, but are not necessarily limited to, the following:

1. Environmental Professional (e.g., Attorney, Consultant)
2. Higher Education (representative of an institution)
3. Environmental Non-profit
4. Community Organization or Neighborhood Association
5. Commercial Development
6. Planning Commission
7. Chamber of Commerce Environmental Committee

3. Officers. The officers of the Committee shall consist of a chairperson and a vice-chairperson.
  - a. The initial chairperson shall be selected by City Council and shall serve for one year. Following the initial one year, the chairperson shall be selected by the Advisory Committee. The Vice-chairperson shall be elected by the Advisory Committee.
  - b. Members shall serve on the Advisory Committee for at least one (1) year before serving as officers on the Advisory Committee, absent extraordinary and extenuating circumstances. Officers shall be elected during the month of October, or as soon thereafter as feasible.
  - c. Terms of office for officers shall be for one (1) year.
  - d. The chairperson shall preserve order and decorum at all meetings while promoting discussion by all members in deliberations.
  - e. In the chairperson's absence, the vice-chairperson shall serve as chairperson. In all other circumstances, the next senior member shall preside.
  - f. The secretary shall keep notes during meetings and prepare minutes of meetings for approval by the committee at its next regular meeting. The secretary may also be a staff liaison, and may designate one or more persons to assist in preparing and keeping minutes.
4. Ad Hoc Committees. The chairperson in consultation with other officers, the entire committee, or both, shall have the right to form ad hoc committees.
  - a. Each ad hoc committee shall be chaired by a member of the Advisory committee and membership may include non members selected by the committee.
  - b. Ad Hoc Committees may address, but are not limited to, the following issues:
    1. Mobility: Focus on public transit and alternative transportation modes
    2. Recycling & Waste Management: Focus on conservation, waste reduction, and recycling
    3. Energy & Buildings: Focus on alternative energy (including wind, solar, fuels, etc.) and building codes
    4. Natural Systems: Focus on air, water, land, green space and other natural resources
    5. Community Outreach & Education: Focus on achieving public input in addition to developing sustainability outreach and education programs and initiatives
5. Attendance Requirements.
  - a. Any member who for reasons other than sickness or bona fide emergency misses (a) three (3) consecutive regular meetings or (b) thirty percent (30%) of all meetings within a calendar year shall no longer qualify for membership.
  - b. Any member who is unable to attend a meeting, whether regular or special, shall contact the staff liaison as much in advance of the meeting as possible so that the staff liaison can determine and report to the chairperson whether or not a quorum can be established.
  - c. The staff liaison shall maintain a record of attendance for each board member. The staff liaison shall be responsible for notifying the City Clerk of any members who violate the attendance requirements. The City Clerk shall then provide Council with the details of the violation.
6. Tenure.
  - a. All terms of appointment to the Advisory Committee shall be two (2) consecutive years.
  - b. The initial appointments shall create staggered terms with four (4) members appointed to two (2) year terms and three (3) members appointed to one (1) year terms.
  - c. Term limits shall be governed by the policies City Council otherwise established for boards and commissions.

7. Resignation. Members shall provide resignation in writing to the City Clerk's Office with a copy to the Advisory Committee chairperson. The resignation shall state its effective date if different from the date tendered.
8. Ethics. All members shall be subject to the provisions of the South Carolina State Ethics Act and the City of Greenville's Code of Ethics.

#### **ARTICLE IV. QUORUM AND VOTING PROCEDURES.**

1. At least four (4) of all voting members must be present to conduct meetings and to vote.
2. All votes shall be decided by a simple majority of those present and voting.
3. A list of members and any votes taken shall accompany all Advisory Committee recommendations and resolutions or dissenting opinions.
4. Members present, including the chairperson, shall vote and shall not abstain, unless there is a conflict of interest.
5. In the instance of a conflict of interest the conflict shall be stated for the record and a Statement form completed.
6. Voting by proxy or absentee is prohibited.

#### **ARTICLE V. MEETINGS.**

1. Meeting Time & Place. To the extent feasible, all meetings will be held on a weekday in City Hall or at a meeting place and time of the Advisory Committee's choosing. At the Committee's discretion, the chairperson or staff liaison shall schedule the time and place of meetings.
2. Meeting Frequency. The committee shall meet a minimum of six (6) times a year. The ad hoc committees shall meet as deemed necessary by each ad hoc committee chairperson.
3. Rules of Order. Meetings shall be conducted in an orderly manner to ensure the fair treatment of all persons and issues before the committee. One or more generally recognized publications on procedure shall be available for reference when procedural issues are to be resolved. The committee, in its discretion, may adopt its own rules of procedure.

#### **ARTICLE VI. STAFFING ARRANGEMENTS.**

1. The City Manager shall designate an employee to serve as a staff liaison. Specifically, it shall be the responsibility of the staff liaison to:
  - a. Draft and mail agendas and information packets and arrange the time and place of meetings in consultation with the chairperson and vice-chairperson.
  - b. Make available, in conjunction with the chairperson, relevant information and prepare all recommendations.
  - c. Make available copies of comments, proposals or any other information submitted from other sources (i.e. neighborhood meetings, citizen organizations, departmental staff, appointed and elected officials) on a timely basis.

- d. Submit a calendar of events to each Advisory Committee member. Information on special meetings shall be submitted in addition to the planned calendar of events.
  - e. Brief the City Manager, or his designee, on the findings and activities of the committee using a status report at least once a year.
  - f. Serve as a liaison between the City and other departments.
  - g. Provide technical assistance to the Advisory Committee.
2. The City Manager shall, in coordination with Department Heads, assign additional staff as necessary to assist with ad hoc committees and coordinate initiatives with city staff.

#### **ARTICLE VII. STAFF REPORTS AND RECOMMENDATIONS.**

The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the board, commission or committee. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental ones. The material submitted may be oral, written, or graphic, or some combination of all. The reports and recommendations shall be accepted as evidence of record to the same extent as oral testimony and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry, expert and lay witnesses, and members of the public who provide information for the record of the proceedings.”

#### **ARTICLE VIII. NOTICE AND PUBLIC INFORMATION.**

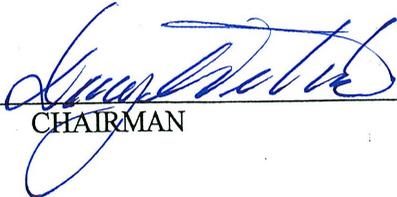
1. The staff liaison shall be responsible for ensuring compliance with the Freedom of Information Act and for notifying the City Clerk reasonably in advance of all meetings.
2. The staff liaison is required to comply with guidelines pertaining to matters of public notice and scheduling as provided by the City Clerk.

#### **ARTICLE IX. AMENDMENTS.**

These by-laws applicable to the Green Ribbon Advisory Committee may be amended or revised by a majority of the Advisory Committee. Such amendments or revisions may only be made after seven (7) days written notice of the proposed changes have been given to the Advisory Committee and upon filing the amendments or revisions to the City Clerk and submitting them to City Council in accordance with City Council procedure for City Council's acceptance by resolution. The by-laws or revisions shall become effective upon acceptance by City Council.

Date Adopted: 1/10/2011

by: \_\_\_\_\_

  
CHAIRMAN