

ENVIRONMENTAL QUALITY ADVISORY BOARD

BY-LAWS

- I. Name. The name of the organization is: Environmental Quality Advisory Board.
- II. Functions and Powers. The function of the Board is to serve as an advisory body to City Council. When requested by City Council, the Board will give advice and assistance in matters contributing to a quality environment. Further, upon request, the Board will advise the City Manager and the Oak Ridge Regional Planning Commission on specific environmental matters (Sec. 2-106). The Board will recommend for approval and authorization by City Council a proposed annual work program involving studies for the preservation and improvement of the environment; it will issue reports and findings on such studies (Sec. 2-108). The Board will prepare an annual written report of its activities and recommendation for submission to City Council (Sec. 2-109).
- III. Meetings.
 - A. The Board shall hold meetings at regular monthly intervals as it shall designate.
 - B. Special meetings may be called upon the request of the Chairperson or any three members of the Board. The notice of special meetings shall be given at least 24 hours prior to the meeting and shall state the subject matter to be considered and no other matter shall be before the Board.
 - C. In the event there is no matter to be considered, the Chairperson may dispense with a meeting by notifying each Board member at least 24 hours prior to the time set for the meeting.
- IV. Quorum. A majority of the Board shall constitute a quorum for the transaction of business, and all action shall require the concurring vote of a majority of the members present (Sec. 2-107).
- V. Attendance. When a member of the Board is absent from three (3) regularly-scheduled or regularly-called meetings during the Board's term-year, the Chairman shall request that the member provide a written explanation of the absences. The Board shall determine whether to accept or reject the explanation by a majority vote. If the Board votes to accept the explanation, the absences shall be considered "excused" and will not accrue for purposes of removal from the Board. If the Board votes to reject the explanation, the absence will accrue for purposes of removal. If a member is absent from three (3) meetings and makes no effort to comply with the Chairman's request for an explanation, those absences will accrue for purposes of removal. Accrual of four (4) unexcused absences shall result in removal from the Board.

When a member is absent from four (4) regularly-scheduled or regularly-called meetings during the Board's term-year and, consistent with the procedure set forth, the Board rejects the explanation of absences or no explanation is forthcoming, the member shall be notified that he/she has been removed from the Board by a vote of his/her peers. The Chairperson of the Board or Commission shall notify City Council of the vacancy by letter, and the City Clerk shall schedule an election to fill the vacancy in the customary manner.
- VI. Officers. There shall be elected at the regular October meeting from among the members of the Board the following officers: Chairperson, Vice Chairperson, and Secretary. The Chairperson

shall preside at all meetings of the Board, decide all points of order, appoint membership to such temporary committees as deemed necessary, sign documents on behalf of the Board, and call regular or special meetings of the Board. The Vice Chairperson shall assume all of the duties of the Chairperson in his or her absence. The Secretary shall conduct all official correspondence of the Board and keep a record of all official meetings and actions of the Board.

- VII. Agenda. At least 48 hours prior to each meeting, the members shall be furnished an agenda reflecting items to be considered. The Chairperson or such other person designated by the Board shall be responsible for preparation and distribution of the agenda.
- VIII. Notice. Adequate public notice of all meetings and matters to be discussed shall be given to the public. All meetings shall be open to the public.
- IX. Order of Business. The order of business of all regular meetings shall be as follows:
- a) Call to Order
 - b) Reading of minutes of previous meeting
 - c) Communications
 - d) Staff reports
 - e) Unfinished business
 - f) New business
 - g) Adjournment
- X. Amendment. These Bylaws may be amended by majority vote of the members of the Board. An amendment to the Bylaws shall be voted on at the next regular meeting after the regular meeting at which the amendment is proposed.

As amended September 7, 1995