

ENVIRONMENTAL QUALITY ADVISORY BOARD
BYLAWS

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 in accordance with City Code Title 2 Chapter 2.

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 (3) members of the Board. The notice of special meetings shall be given at least twenty four (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 twenty four (24) hours prior to the time set for the meeting.
- D. The Board may form ad hoc working groups to meet for a designated project. Ad hoc working groups may include members of the public. Ad hoc working group meetings are open to the public.

IV. Quorum.

Quorum requirements are established by City Code §2-207.

V. Attendance.

All members shall adhere to the attendance policy established by City Council.

VI. Officers.

There shall be elected at the regular January 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 forty-eight (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. The Board shall vote to approve the agenda at the beginning of each meeting.

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. 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. All amendments to the bylaws also require approval of City Council before becoming effective.

Approved by EQAB

(signature on file) _____
Chairperson

10/02/2014 _____
Meeting Date

Approved by City Council
Resolution 10-99-2014