

# Takoma Park Committee on the Environment - Bylaws

## ARTICLE I

### Authority

#### Section 1.

##### Name of the Committee

- The name of the Committee shall be the "Takoma Park Committee on the Environment" and is hereinafter referred to as the Committee.

#### Section 2.

##### Offices of the Committee

- The offices of the Committee shall be located at Takoma Park Municipal Building, 7500 Maple Avenue, Takoma Park, Maryland 20912.

## ARTICLE II

### Powers and Duties

- The Committee is an advisory committee, established by Ordinance No. 2012-37 adopted by the City Council of the City of Takoma Park on August 19, 2012. The Committee shall have all the powers and duties afforded under the Takoma Park Municipal Code, §2.16.220.

## ARTICLE III

### Committee Membership

#### Section 1.

##### Membership and Appointments

- The Committee shall consist of 11 to 15 persons to be appointed by the Council according to the Takoma Park Municipal Code, §2.16.210(A).

#### Section 2.

##### Term of Office

- Committee members shall serve staggered two-year terms, with initial appointments of one and two years. Members may serve for no more than three continuous terms unless vacancies exist on the committee, and must adhere by a 6-month recess before rejoining the committee. *See* Takoma Park Municipal Code, §2.16.210(C).

#### Section 3.

##### Meeting Attendance

- It shall be the duty of each member to attend all regular and special meetings of the Committee and to attend each subcommittee meeting to which a member is appointed. Attendance of members shall be entered in the minutes of each meeting.

#### Section 4.

##### Electronic Meeting Attendance and Participation

- Electronic participation, including voting, is available for members who cannot physically make a specific meeting, due to travel, sick children, or other situations. A member wishing to participate electronically in a specific meeting will contact one of the Co-Chairs at least one day before the meeting, absent an emergency, or unforeseen last-minute situation. A member may not routinely participate electronically, without agreement of a majority of other committee members. Electronic participation is subject to availability of a telephone hookup and sign-in number for that specific meeting. Any member participating electronically is present for quorum and voting purposes, provided they announce their presence when they join the meeting, and announce their departure at any time during the meeting (including stepping away for a moment).

## ARTICLE IV

### Officers

#### Section 1.

##### Election of Officers

- The Committee, at its regularly scheduled meeting in April of each year, shall elect to office from its membership, one Co-Chair; the second Co-Chair shall be elected during its regularly scheduled meeting in September of each year.

#### Section 2.

##### Term of Office

- Each Co-Chair shall hold office for a one-year term. Co-Chairs will serve terms that are staggered by 6 months, such that a newly elected Co-Chair and current Co-Chair have overlapping terms. After serving four consecutive terms, the Committee member must wait one year before serving in that office again.

Section 3. Powers and Duties of Co-Chairs  
- The Co-Chairs shall preside at meetings of the Committee; call special meetings; establish subcommittees; sign minutes, resolutions, and other official documents adopted or approved by the Committee; assist in the development of meeting agendas; and see that all actions of the Committee are properly taken and carried out. In the event that both co-chairs will be absent from a scheduled meeting, they may appoint a Committee member to preside over that meeting in their absence.

Section 4. Replacement of Officers  
- In the event that either office becomes vacant, a replacement officer shall be elected at the next regularly scheduled meeting when quorum is met to serve out the balance of the original term of the vacated office. The replacement officer will then be subject to the term limits in §2 above.

## **ARTICLE V Meetings**

Section 1. Regular Meetings  
- The Committee shall meet at least quarterly.

Section 2. Committee/Council Sustainability Certification Meetings  
- No less than twice a year, the Committee will request a meeting with the Mayor and City Council. All members of the Committee, the City Council and City Manager, or a designee of the City Manager, are voting members during Committee/Council Sustainability Certification Meetings. *See* Takoma Park Municipal Code, §2.16.210(G).

Section 3. Special Meetings  
- Following at least seven (7) days notice to all members of the Committee, and in compliance with the requirements of the Maryland Open Meetings Act, additional meetings or special meetings shall be held upon the call of the Co-Chairs; upon request of at least four (4) of the Committee members; or upon request of the Mayor and the City Council. The co-chairs shall fix the date, place, and time of the special meeting.

Section 4. Meeting Notice  
- All meetings shall be open to the public and are subject to the Maryland Open Meetings Act. Meeting notices and agendas shall be prepared and submitted to the City Clerk and posted in advance of any Committee meeting in accordance with State law.

Section 5. Quorum  
- A majority of members shall constitute a quorum to conduct business.

Section 6. Voting Requirements and Procedure  
- A. Requirements. The concurring vote of a majority of the quorum shall be necessary for any formal action by the Committee. That said, the Committee shall strive to achieve a consensus vote where possible.  
- B. Procedure. Voting shall be by voice vote. A vote by roll call may be taken at the discretion of the Co-Chairs or upon request of an individual Committee member. In the event of a roll call vote, the Co-Chairs shall vote on each matter, but shall always vote last. The vote of each Committee member shall be recorded.

Section 7. Conflict of Interest  
- Committee members who have a direct or indirect conflict of interest, or if there is an appearance of a financial conflict of interest, in any matter that is before the Committee, shall publicly state the nature of said interest and excuse himself or herself from participation in the discussion and any decision making process regarding the matter.

Section 8. Robert's Rules of Order

- Robert's Rules of Order shall be followed by the Committee at any meeting if two members request it.

Section 9. Public Comment

- All citizen comments, written or oral, relating to formally referred agenda items shall be presented to the Committee upon its consideration of such agenda item.
- The public shall be allowed to participate in the discussion of an agenda item upon recognition by either Co-Chair.

Section 10. Meeting Minutes

- The minutes shall be approved at the next regular meeting by formal action of the Committee and shall then become part of the permanent records of the Committee. The unapproved minutes shall be prepared and distributed to Committee members prior to the following month's meeting.

Section 11. Reports and Briefings

- The Committee shall prepare an annual report to the Council on the activities of the Committee and provide additional briefings as needed.

**ARTICLE VI Subcommittees**

Section 1. Establishment of Subcommittees

- At any regular or special meeting of the Committee, the Co-Chairs may establish subcommittees and give them charge of responsibilities as necessary and appropriate to assist the Committee in carrying out its purpose and duties as set forth in the Takoma Municipal Code, §§2.16.200, 2.16.220.
- If directed by a majority vote of the Committee, the Co-Chairs shall establish a subcommittee for a stated purpose.

Section 2. Subcommittee Appointments

- The Co-Chairs shall appoint subcommittee members and select the chairperson thereof and, as necessary, appoint members as replacements to fill vacancies, to add to a subcommittee size, or to provide temporary replacement for an absent member.
- Committee members may submit, and the Co-Chairs will consider, for appointment the names of prospective members of any subcommittee.
- All appointments shall be made with the input and approval of the Committee.

Section 3. Subcommittee Procedures

- A. Each subcommittee may establish such rules and regulations governing its procedure as it deems necessary, or as directed by the Committee.
- B. Each subcommittee shall make timely reports of its findings and recommendations to the Committee. Subcommittee reports shall be presented to the Committee by a committee member who voted with the prevailing side of the subcommittee on the subject of the report.

**ARTICLE VII Meeting Agendas**

- The Co-Chairs shall prepare and distribute the meeting agenda to Committee members at least ten days prior to the scheduled meeting. The agenda shall be submitted to the City Clerk and be posted for public viewing at least five (5) days prior to the meeting.

**ARTICLE VIII Amendment of Bylaws**

- A super-majority (three-fifths) of Committee members must agree to any amendments to these Bylaws.
- The Bylaws shall be reviewed and approved/amended no less often than every five (5) years.

**ARTICLE IX Effective Date of Bylaws**

- These bylaws shall be in effect immediately upon their adoption.