



**THE RULES OF PROCEDURE AND BYLAWS**

**OF**

**THE SUSTAINABILITY COMMISSION**

**OF**

**THE CITY OF YPSILANTI, MICHIGAN**

**ADOPTED SEPTEMBER 2021**

**INTRODUCTION**

The City of Ypsilanti is committed to lead by example, promote public participation and engage in community partnerships that improve our quality of life and protect the natural systems that sustain life for present and future generations.

**ARTICLE I. NAME**

The name of the organization shall be the Ypsilanti Sustainability Commission (hereafter referred to as "Commission").

**ARTICLE II. PURPOSE**

The Commission was established by City Code of Ordinances Chapter 2, Article IV, Division 5, "Sustainability Commission," as a fundamental component of the City's programs in sustainability and environmental leadership.

Section 1. The Commission shall act as an advisory body to the City Mayor and Council

Section 2. Additionally, the Commission shall:

- a. Establish by-laws, subject to the approval of the city council.
- b. Elect officers including a commission chairperson.
- c. Establish a meeting schedule and meet at least quarterly.
- d. Report commission actions and findings and make recommendations to city council at least annually.
- e. Create a model of sustainability through efforts to advocate, educate and promote the social, economic and environmental health of the community now and into the future.
- f. Broaden the lens and scope of energy and environmental needs in the future such as wind, solar, clean air, water and improving infrastructure.
- g. Recognize natural resources as chief assets of the City of Ypsilanti and encourage responsible stewardship of these assets.
- h. Collaborate with citizens, employees, employers, service providers and other governmental agencies and educational agencies to share ideas.
- i. Create a Sustainability Plan.
- j. Review the City of Ypsilanti's Climate Action Plan and Alternate Fuel Policy along with the Michigan Green Communities Challenge and other plans and policies and to continue the work of said plans and policies.
- k. Prioritize sustainability policies.

**ARTICLE III. MEMBERSHIP**

Section 1. Membership of the Commission shall be as set forth in the Ordinance.

Section 2. Members of the Commission shall be appointed or removed as provided for in Section 9.03 of the City Charter of the City of Ypsilanti.

Section 3. The first priority of each member of the Commission shall be to represent and advocate what is best for the City of Ypsilanti as a whole, putting aside personal or special interests.

- Section 4. Term length and residency requirements shall be in accordance with the Ordinance and City Charter. By default, terms will be from May 1 to April 30.
- Section 5. Determination of a conflict of interest shall be in accordance with Chapter 46, Article III, of the City of Ypsilanti Code of Ordinances.
- Section 6. Any member may resign at any time by giving written notice of such resignation to the Chair of the Commission and to the Mayor through the Office of the Mayor.

**ARTICLE IV. OFFICERS, AND THEIR DUTIES**

- Section 1. The officers of the Commission shall be a Chairperson, Vice-Chairperson, and Secretary. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.
- Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers.
- Section 3. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- Section 4. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission.
- Section 5. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in April each year, and the election shall be immediately thereafter.
- Section 6. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until their successor shall take the office.
- Section 7. Vacancies in office shall be filled immediately by regular election procedures.
- Section 8. The officers shall be members of the Commission, unless otherwise permitted under Section 4.

**ARTICLE V. MEETINGS**

- Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.
- Section 2. Special meetings may be held at the call of the Chair, or in their absence, the Vice-Chair. Each member of the Commission must receive at least two days' notice as to the time, place, and purpose of the meeting.
- Section 3. The Chair or Vice-Chair may authorize staff to conduct a telephone or e-mail poll of the members of the Commission for the purpose of canceling or scheduling a meeting.
- Section 4. A quorum shall consist of a majority of the current Commissioners, but no less than as prescribed in the Charter.
- Section 5. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.
- Section 6. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements, or recommendations to the Council.

- Section 7. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote.
- Section 8. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The Recording Secretary, or in their absence the Secretary, shall act as parliamentarian during Commission meetings.
- Section 9. The City Council Liaison, Public Services staff, Planning Department staff, City Attorney, and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

**ARTICLE VI. COMMITTEES**

- Section 1. The Commission may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission may establish and appoint citizen committees. Membership can be any number, so long as less than a quorum of the Commission serves on a committee at any given time. The purpose of the committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.
- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

**ARTICLE VII. COMMISSION ABSENCES**

In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for "excused" or "unexcused" should be implemented:

- Section 1. When appointed, each Commissioner should state their willingness and intention to attend each scheduled meeting of the Commission.
- Section 2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled meeting; the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. Absences may be excused by simple majority of a quorum.
- Section 3. There will be a limit of three (3) consecutive "excused absences" or two (2) consecutive "unexcused absences" for any member of the Commission. If any member exceeds the above criteria for consecutive absences, the Commissioner will be recommended for dismissal unless extenuating circumstances exist.

Section 4. If any Commission member is absent, whether excused or not, from any five (5) scheduled monthly Commission meetings, whether consecutive or not, during any one year period, the commissioner will be recommended for dismissal unless extenuating circumstances exist.

Section 5. The recommendation for dismissal as required will be initiated by City staff and forwarded on to the City Council for official action.

#### **ARTICLE VIII. AMENDMENTS**

These bylaws may be amended by two thirds vote of a quorum of members attending a meeting called to consider the question of amendment. Notice of the meeting shall be announced at a regular meeting not less than 14 days before the meeting to amend, and a copy of the meeting notice and the proposed amendments must be furnished each member, in writing, by personal service, first class mail or e-mail.