

# University City Green Practices Commission Bylaws

Amended January 10, 2013

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## I. Green Practices Commission:

- A. The Green Practices Commission was established by the University City Council Bill No. 9123 on July 25, 2011 to amend the University City Municipal Code, Title 2, Chapter 2.31 "Green Practices Commission" and Section 2.28.160 "Green Practices Commission".
- B. Refer to the Bill for information on the function of the Commission, membership, powers and duties, qualifications, appointment and terms of members, filling vacancies, officers and procedures, and reports.
- C. Absences: If a member misses three consecutive monthly meetings, the seat shall be considered vacant and shall be filled by the Council by appointment for the unexpired term.
- D. Resignation: A member may resign from the Commission. The seat shall be considered vacant and shall be filled by the Council by appointment for the unexpired term.
- E. Removal: A Commission member may be removed by majority vote at a regularly scheduled meeting if the item is placed on the written agenda and distributed one week in advance of the meeting.
- F. Quorum: Four voting members will be required for a quorum, which is the minimum number of Commission members who must be present for official decisions to be made. If the Staff Liaison is not able to notify members in advance, the regular meeting will convene and adjourn if quorum is not present.
- G. Notice of Meeting Cancellation: The Staff Liaison or Chairperson will notify the Commission of cancelled meetings at least one (1) day in advance of the meeting unless special circumstances prevent early notification. Members will be notified via their current email address and/or phone number on file. Meeting cancellations will be posted on the University City website ([www.ucitymo.org](http://www.ucitymo.org)) 24 hours in advance of the meeting, unless such notice is impossible.
- H. Conflict of Interest Policy: The policy requires that those with a conflict (or think they may have a conflict) to disclose the conflict/potential conflict, and prohibits interested Commission members from voting on any matter that gives rise to a conflict

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between their personal or professional interests and the Commission and the City of University City interests. The policy will also be used to help the Commission determine how conflicts will be managed. Members should adhere to the following guidelines:

1. Recuse yourself from votes that would benefit you or your personal business interests
2. Do not use information gained during Commission activities to benefit you or your personal business interests
3. Do not provide information gained in Commission activities to personal business associates
4. Do not contact City Staff, City Council members or the Mayor using information gained in Commission activities to benefit you or your personal business interests
5. If contacted by City Staff, City Council members or the Mayor for professional advice due to your involvement in the Commission, do not use that information for personal gain or advantage in a business transaction.

Disciplinary action to be taken in the event of a Conflict of Interest:

1. Notification of a potential Conflict of Interest is to be submitted in writing (via letter or email) to the Commission Staff Liaison or to the City Clerk.
2. The potential Conflict of Interest will be added as an agenda item at a regularly scheduled Commission meeting.
3. The Commission member in question will be allowed to discuss the potential Conflict of Interest and suggest a course of action in compliance with the Guidelines.
4. In the event that the Conflict of Interest persists, the Commission member may be removed via procedure I.E, above at the discretion of the Commission.

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### II. Officers:

- A. As per University City Bill No. 9123 (July 25, 2011), Section 2.31.030, Qualifications, appointment and terms of members – Filling vacancies – Officers and procedure:
1. “The Commission shall annually elect one of its members Chairperson and one shall be elected Secretary. The Commission shall establish its own rules of procedure.”
- B. Officers shall be nominated and elected annually following the procedures of Dynamic Governance. Summary of Dynamic Governance [www.ucitymo.org/index.aspx?NID=486](http://www.ucitymo.org/index.aspx?NID=486)
- C. The officers’ duties are as follows:
1. The Chairperson shall convene scheduled meetings, shall preside, or shall arrange for other members of the Commission to preside, at each meeting in the following order: Secretary, then another voting member.
  2. The Secretary shall be responsible for keeping records of Commission actions, including: (1) overseeing the taking of minutes at all meetings, (2) sending out meeting agendas, distributing copies of minutes and the agenda to each Commission member, and (3) assuring that Commission records are maintained.

### III. Subcommittees:

- A. Each of the seven voting members shall chair one of the following subcommittees. The subcommittees will work within the framework of the Sustainability Strategic Plan to develop projects and programs.
1. Ecosystems and Habitat
  2. Water and Stormwater
  3. Air Quality and Transportation
  4. Waste and Resource Conservation
  5. Land Use, Open Space and Parks
  6. Energy
  7. Green Buildings

### IV. Meetings, Agendas, Meeting Minutes:

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- A. The Green Practices Commission shall meet once a month at a place and time agreed upon by a majority of the Commission.
- B. Agendas will be published on the University City website one week prior to each meeting.
- C. Meeting minutes will be published on the University City website no later than one week prior to the next meeting.
- D. Special meetings of the Commission shall be called upon the request of the Chairperson or one-third of the Commission. Notices of special meetings shall be sent out by the Secretary to each Commission member, dated one week in advance.
- E. Requests for Agenda Items: All Requests for consideration by the Commission shall be submitted in writing to the Staff Liaison or Secretary at least one (1) week prior to the next regularly scheduled meeting. A form of Request can be obtained from the Department of Public Works and Parks at City Hall on at [www.ucitymo.org](http://www.ucitymo.org). Requests not submitted to the Staff Liaison or Secretary one week in advance of the scheduled meeting will be placed on the agenda of the next regularly scheduled meeting. The requestor will be notified of the scheduled meeting date within three (3) business days after the request is made.
- F. Speakers from the Floor or Audience Participation: Any member of the public may speak at a Commission meeting under the following conditions:
  - a) Speakers must fill out a written form, available at the meeting, listing their name, address and telephone number. In addition, information identifying the nature of Request, issue or comment to which they would like to speak about must be completed on the form.
  - b) The Chairperson will call on speakers at the appropriate time.
  - c) Members of the audience may also be called on to answer specific questions at the discretion of the Chairperson.
  - d) All speeches are limited to five (5) minutes or less. It is preferable that members of the audience wishing to support a Request designate a spokesperson to present their views.
  - e) After a Request has been taken under consideration by the Commission, no member of the public may speak to the Commission further on that Request at the meeting.
  - f) Non-request issues: Citizens attending a Commission meeting who have issues or questions/comments that are not related

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to the Requests being heard by the Commission at the Commission meeting will be called upon by the Chairperson after the Commission has concluded deliberations on all agenda items. Non-request issues or public comments are limited to 3 minutes for individual's comments or 5 minutes for representatives of groups or organizations. Citizens presenting both Request and non-Request issues (public comments) are subject to the protocol set forth in Section F above.

### **V. Amendments:**

- A. These Bylaws may be amended when necessary by a simple majority of the Commission. Proposed amendments must be submitted to the Secretary, to be sent out with regular Commission correspondence.

These Bylaws were amended and approved at a meeting of the Green Practices Commission on University City, Missouri on January 10, 2013.