BY-LAWS

EVANSTON ENVIRONMENT BOARD

ARTICLE I

Name and Authority

Section 1. The name of this organization shall be the Evanston Environment Board, referred to herein as “the Board.”

Section 2. The Board exists under the provisions of the Evanston City Code, Title 2, Chapter 13.

Section 3. The business of the Board is conducted in accordance with Evanston City Code, Title 2, Chapter 13 and the Ethics Ordinance 54-O-04 (Title 1, Chapter 10), and these By-laws.

ARTICLE II

Mission

Section 1. The purpose of the Environment Board is to investigate activities that affect the environment, including but not limited to: air pollution, waste, water, noise pollution, and pesticides and to develop policy recommendations on environmental issues for submission to the City Council, environmental issues and develop policy recommendations, for submission to City Council, on matters affecting the environmental health and the sustainability of Evanston and City operations, including air, water, waste, transportation, energy efficiency, and public education. (36-0-71)(23-0-93)

Section 2. The Board shall support the implementation of the environmental components of the City of Evanston’s guiding documents (including, but not limited to, Strategic Plan, Evanston Climate Action Plan, Multi-Modal Transportation Plan, Bicycle Plan) through research,
public awareness, and policy recommendations, and as well as through coordination with other groups’ efforts.

ARTICLE III

Membership and Duties

Section 1. Members

A. Number of Members: The Board shall consist of thirteen (13) members appointed by the Mayor of Evanston with the consent of the Evanston City Council.

B. Qualifications:

1. Members of the Board shall be residents of the City of Evanston who are interested in and committed to the preservation and enhancement of all aspects of the environment in which people in the City of Evanston live and work.

2. The members appointed shall have training and/or experience in areas, such as environmental law, education, pollution control, engineering, science and public health. (Ord. 23-0-03)

3. Term of Office: The term of each member of the Board is four (4) years from the day of final action by the City Council approving the appointment or until their successor is appointed and qualified. No member shall serve more than eight consecutive years.

C. Vacancies and Removal

1. If a Board member fails to attend three (3) consecutive regular Board meetings, or misses four (4) meetings in one calendar year, without a reasonable cause, or otherwise neglects his or her duties as a Board member, the Chairperson, with the assent of the Board, may recommend to the Mayor that the seat be declared vacant.
2. Any vacancy shall be filled by the Mayor as soon as possible.

3. A member of the Board may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

Section 2. Duties of the Board

The Board has the following powers and duties:

A. The Board shall report to the Human Services Committee of the City Council, and shall periodically meet with the Human Services Committee to discuss the Board's activities, goals and objectives.

B. To research, study and hold public hearings on environmental issues raised by the City Council, the Board, the City Manager, City departments, other governmental agencies or the public.

C. To develop public awareness on environmental issues through hearings, meetings, newsletters, news media releases and cooperation with environmental education organizations.

D. To serve as an environmental advocate for the residents of Evanston.

E. To develop policy recommendations on environmental issues for submission to the City Council, including, when appropriate, suggestions regarding implementation of policy.

F. To serve as a resource for the City Council, Council committees, boards or commissions, the City Manager and City departments in addressing environmental issues, providing advice, research or technical assistance, as requested.

G. To keep itself informed about the activities of other City boards and commissions so far as these relate to environmental matters. The Environment Board may work jointly with the Energy Commission and other Evanston boards and commissions in addressing environmental issues which are of mutual concern, including, but not limited to, the development of a City energy policy.
H. To serve as a liaison with other municipalities' boards or commissions to learn how they deal with matters of interest to the Environment Board and to share information pertaining to those matters. (Ord. 23-0-93)

ARTICLE IV

Officers

Section 1. Elected Officers

The elected officers of the Board shall consist of two Co-chairs.

Section 2. Election of Officers

Board members shall elect officers by majority vote at the June meeting of odd years.

Section 3. Terms of Office

The Co-chairpersons shall be elected for two-year terms from July 1 to June 30. No member shall serve more than three consecutive two-year terms as an officer.

Section 4. Vacancies

A vacancy in any office shall be filled by a vote of the Board at the next regular meeting following the occurrence of the vacancy. The officer is elected for the duration of the unexpired term.

Section 5. Duties of Officers

A. The Co-chairpersons shall assure that the policies, programs and orders of the Board are carried out.

B. One Co-chairperson, or their designee, shall preside at all meetings of the Board.
C. The Co-chairpersons shall be responsible for calling meetings of the Board pursuant to the Open Meetings Act and for assuring an agenda for each meeting.

D. The Co-chairperson may appoint committees to consist of two or more members for specific tasks.

**ARTICLE V**

**Meetings**

**Section 1. Regular and Special Meetings**

A. Regular meetings shall be held at such times and places as decided by the Board and shall be held at least quarterly.

B. Special meetings shall be held upon the request of the members of the Board.

C. Notice of all regular and special meetings of the Board shall be communicated to the members at least one week before the meeting by action at a previous meeting, or by e-mail, mail, or telephone.

D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.

E. Notice of all regular and special meetings of the Board shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.

F. Closed executive sessions may be held to consider matters relating to personnel, pending litigation, or property acquisition, or any applicable exemption pursuant to the Open Meetings Act.

**Section 2. Quorum**

A majority of the members of the Board constitutes a quorum for the transaction of business.
Section 3. Voting

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present shall carry any issue. The Co-chairpersons are voting members of the Board and may vote on any issue.
Section 4. Parliamentary Procedure

Unless inconsistent with these By-laws or otherwise decided by the Board, all meetings shall be conducted in accordance with Robert’s Rules of Order.

ARTICLE VI

Staff of the Environment Board

Section 1. The City shall employ staff who shall be responsible for the administrative direction and execution of the Board’s policies, goals and objectives, and the administrative direction and execution of the policies of the City. The Board may evaluate the performance of the staff so assigned annually and report same to the City Manager.

Section 2. The staff of the Board shall be responsible for taking and distributing the minutes of each meeting, pursuant to the Open Meetings Act.

Section 3. The staff of the Board shall be subject to the terms and conditions of employment for City of Evanston management staff, as established by the City Manager and City Council. Board members shall transmit any concerns or comments about the performance of the staff of the Board to the City Manager.
ARTICLE VII

Amendments

Section 1. These By-laws may be amended at any meeting of the Board by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) shall be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.

Section 2. Any proposed amendment(s) to the By-laws shall be included in the call to the meeting at which they will be voted upon.

Section 3. The City Manager shall be advised of any changes in these By-laws.

Section 4. The Board shall review its By-laws at least every two years.

Adopted on December 10, 2009
Amended on January 14, 2010
Amended on January 12, 2012