

Climate Action and Resilience
Plan Working Group

ADMINISTRATIVE
RULES & PROCEDURES

**Climate Action and Resilience Plan
Working Group
ADMINISTRATIVE RULES & PROCEDURES**

TABLE OF CONTENTS

<i>ARTICLE</i>	<i>DESCRIPTION</i>	<i>PAGE</i>
ARTICLE I	Name and Authority	1
ARTICLE II	Mission	1
ARTICLE III	Membership	1
ARTICLE IV	Officers	3
ARTICLE V	Meetings	3
ARTICLE VI	Amendments	5

**CLIMATE ACTION AND RESILIENCE PLAN WORKING GROUP
OF THE CITY OF EVANSTON**

ADMINISTRATIVE PROCEDURES AND REGULATIONS

ARTICLE I

Name and Authority

- Section 1.** The name of this organization is the “Mayor’s Climate Action and Resilience Plan Working Group of the City of Evanston, Illinois,” hereafter referred to as “CARP.”
- Section 2.** The establishment of CARP was provided at the direction of Mayor Stephen H. Hagerty.
- Section 3.** The business of CARP is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, and these Administrative Procedures and Regulations. Where Evanston ordinances conflict with these Administrative Procedures and Regulations, the former shall prevail pursuant to Evanston’s home rule authority.

ARTICLE II

Mission

- Section 1.** The Mayor’s Climate Action and Resilience Plan Working Group’s primary mission is to create a single plan that addresses climate action, adaptation and resiliency. This plan shall be completed in such a manner that it complies with the City of Evanston’s commitment and participation in the Global Covenant of Mayors for Climate and Energy. The plan will be informed by a community-wide greenhouse gas emissions inventory and a community-wide climate risk and vulnerability assessment. The inventory and assessment will be completed by CARP with support from City staff.

ARTICLE III

Membership

- Section 1. Members**
- A. The Mayor must appoint sixteen (16) Evanston citizens to serve as members of CARP, subject to confirmation by the City Council.

B. Qualifications:

1. Members of CARP must be residents of the City of Evanston who are interested in and committed to the addresses issues related to climate change and its impacts on the Evanston community.
2. Term of Office: The term of each member of CARP shall expire on December 31, 2018 with no opportunity for renewal.

C. Vacancies and Removal

1. If CARP member fails to attend three (3) consecutive regular Working Group meetings without a reasonable cause, or otherwise neglects his or her duties as a CARP member, the Co-Chairs, with the assent of the Working Group, may recommend to the Mayor that the seat be declared vacant.
2. Any vacancy should be filled by the Mayor as soon as possible.
3. A member of CARP 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. Powers and Duties

In carrying out its responsibilities, CARP has the following powers and duties:

- A. Conduct community engagement activities to involve community members and organizations in the planning process; and
- B. Work collaboratively with City boards, committees, commissions and City departments to carry out mission.

Section 3. Conflicts of Interest

All members of CARP agree to abide by all duties and obligations required of Working Group members in the City's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics." CARP's supplemental policy is intended to clarify and prevent the personal interests of CARP members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of CARP or Evanston taxpayers.

CARP strives to maintain the highest ethical standards to avoid conflicts of interest. All members of CARP must act in good faith in all relationships touching upon their responsibilities to CARP and must avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics," applies.

Section 4. Expenses

All appointed members of CARP will serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with procedures established by the City of Evanston.

ARTICLE IV

Officers

Section 1. Elected Officers

There is no election of officers. The only Officers of CARP are the two Co-Chairs who are appointed by the Mayor and will remain as Co-Chairs unless removed by the Mayor.

Section 3. Terms of Office

The Co-Chairs will serve as Officers until December 31, 2018.

Section 4. Duties of Officers

- A. The Co-Chairs shall assure that the policies, programs and orders of CARP are carried out.
- B. The Co-Chairs shall preside at all meetings of CARP.
- C. The Co-Chairs shall be responsible for calling meetings of CARP pursuant to the Open Meetings Act and for assuring an agenda for each meeting.
- D. The Co-Chairs may appoint committees for specific tasks.

ARTICLE V

Meetings

Section 1. Regular and Special Meetings

- A. Regular meetings will be held on the first Tuesday of each month, unless such day is deemed a legal holiday observed by the City or another conflict exists,

in which case the regular meeting will be held at such other time as CARP may decide.

- B. Special meetings may be held upon the request of the members of CARP.
- C. Notice of all regular and special meetings of CARP must be communicated to the members at least one week before the meeting by action at a previous meeting, or by mail, email, or by telephone.
- D. Meetings must 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 CARP must be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.
- F. In accordance with the Open Meetings Act meetings may be attended by CARP members remotely. Remote attendance at meetings includes participation by phone or video. CARP members attending the meeting remotely are to be considered present for purposes of quorum, voting, and actions taken by CARP.

Section 2. Quorum

A majority of the members of CARP constitutes a quorum for the transaction of business.

Members participating remotely in meetings by either phone or video are to be counted towards quorum.

Section 3. Voting

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present will carry any issue. Both Co-Chairs are voting members of CARP and may vote on any issue.

Section 4. Parliamentary Procedure

Unless inconsistent with these Bylaws or otherwise decided by CARP, all meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised* (Tenth Edition).

ARTICLE VI

Amendments

Section 1. These Administrative Procedures and Regulations may be amended at any meeting of the Working Group by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) must 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 Administrative Procedures and Regulations must be included in the meeting packet at which they will be voted upon.