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. To support Evanston’s environmental goals of reducing and mitigating climate change impacts, increasing resource efficiency and protecting and restoring natural systems by investigating issues and developing recommendations for City Council, other Boards, Committees and Commissions and City Departments to meet Evanston's goals. (36-O-71) (23-O-93) (78-O-16)

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, Climate Action Plan, Multi-Modal Transportation Plan, Bicycle Plan) through research, policy recommendations, and coordination with other groups’ efforts.

ARTICLE III
Membership and Duties

Section 1. Members

A. Number of Members: The Board shall consist of eleven (11) members appointed by the Mayor of Evanston with the consent of the Evanston City Council. The members must include the following:

1. Seven (7) members who have training and/or experience in areas addressing climate change issues or natural systems such as: environmental science, law, education, ecology, pollution control, engineering, or public health.

2. Two (2) members who have training, knowledge, past experience or some combination related to the Ladd Arboretum or other natural habitat areas in Evanston.

3. Two (2) members must be designated as “at-large” community representatives that need to have an interest but are not required to have training or experience in areas addressing climate change issues or natural systems such as: environmental science, law, education, ecology, pollution control, engineering, or public health.

B. Term

Board members are appointed to three (3) year terms by the Mayor with the advice and consent of the City Council. Board members may serve no more than two (2) consecutive terms and can be considered for reappointment after remaining off the board for at least 3 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 advocate for Evanston residents who are interested in issues and solutions to address climate change, resource efficiency and natural systems;

E. To develop policy recommendations which are relevant to climate change, resource efficiency and natural systems for submission to the City Council, which advance the vision of the City’s goals and guiding documents. Policy recommendations should aim to support implementation of the City’s guiding documents, including, but not limited to: suggestions regarding implementation of policy. Policy recommendations should aim to support implementation of Evanston’s guiding documents, including but not limited to: City’s Strategic Plan, Climate Action Plan, Ladd Arboretum Master Plan, Lakefront Plan, Multi-Modal Transportation Plan, Bicycle Plan, Water Conservation and Efficiency Plan, Municipal Separate Storm Sewer System (“MS4”) Permit, Complete and Green Streets Policy and Environmental Justice Initiative;

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;

I. To assist City staff in developing and improving programs and services with address climate change, resource efficiency and natural system protection and restoration;

J. To assist City staff in evaluating and tracking performance measures related to climate change and natural systems including the annual report for Evanston’s Climate Action Plan and participation in the STAR Community Rating System (“STAR”);

K. To raise funds and seek gifts for the development and maintenance of the Ladd Arboretum and approve disbursements of funds raised by the Committee for Ladd Arboretum; and

L. To create subcommittees, as necessary, in furtherance of the Board’s purpose.

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 December meeting of odd years.

**Section 3. Terms of Office**

The Co-chairpersons shall be elected for two-year terms from January 1 to December 31. 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 February 9, 2012
Amended on December 12, 2019