

## **CITY OF ALLENTOWN ENVIRONMENTAL ADVISORY COUNCIL BYLAWS**

Provisions of the Bylaws shall not be in conflict with the Ordinance No. 14566 and amendments thereto.

### **DEFINITIONS**

1. "City Council" means the City of Allentown City Council; "Mayor" means the mayor of the City of Allentown.
2. "Conflict of Interest" occurs when an EAC member has an interest that might compromise his or her actions on behalf of the EAC. Conflict of Interest is independent from the execution of impropriety.
3. "EAC" means Environmental Advisory Council.
4. "Member" means a resident of the City of Allentown appointed to the EAC by the Mayor.
5. "Ordinance" means City of Allentown Ordinance No. 14566 and amendments thereto.
6. "Quorum" means a simple majority of the total EAC (appointed) members. If the number of appointed members is 4 or less, then 2 people shall constitute a quorum. EAC business may be conducted at a duly advertised meeting at which a Quorum is present.

### **ARTICLE I. NAME OF COUNCIL**

The name of this organization shall be the City of Allentown Environmental Advisory Council ("EAC"), and its principal place of business shall be the City of Allentown, Lehigh County, Pennsylvania.

### **ARTICLE II. AUTHORIZATION**

The authorization for the establishment of the EAC is set by the City of Allentown Council Ordinance No. 14566 as ordained by the City Council February 8, 2008 and amended in its entirety by Ordinance No. 145692 on April 21, 2021.

### **ARTICLE III. PURPOSE**

The purpose of the EAC shall be to advise the City of Allentown on environmental issues within the City of Allentown; encourage sustainable design and the reduction of greenhouse gas emissions including the use of renewable energies, protect and preserve natural resources within the City of Allentown; maintain possible uses of open land in the City of Allentown; and promote community environmental programs.

### **ARTICLE IV. MEMBERSHIP**

1. The EAC shall be comprised of seven (7) residents of the City of Allentown all of whom shall be appointed by the Mayor.

2. Any vacancy on the EAC shall be filled by the Mayor. In the event of the vacancy of the Chair, the Vice-Chair shall automatically at the time of the vacancy carry out the Chair's duties until the EAC elects a new Chair.
3. The EAC Chairperson or a majority of the Members present at any duly scheduled EAC meeting may vote to "notify" (as defined below) any EAC Member who is absent from any two (2) consecutive regular monthly EAC meetings or who is absent from three (3) regular monthly meetings during any twelve-month period without reasonable cause. The notification shall: (1) be verbal; (2) be confirmed by email that includes a summary of the Member's attendance record; and (3) request the Member to reply by email within twenty calendar days or appear in person at the next regular monthly EAC meeting, whichever occurs later. If a Member notified as above fails to respond, or if the Member's reply in the judgment of the EAC Members present at a regular meeting indicates nonfeasance in office, the then secretary or chair of the EAC shall notify the Mayor of the situation, giving the relevant facts in the matter with a recommendation from the EAC to remove such EAC Member from office for neglect of duties.
4. Any appointed Member who thereafter relocates their residence from the City of Allentown during the term of appointment shall forfeit his/her appointment resulting in a vacancy.

#### **ARTICLE V. OFFICERS**

1. The officers of the EAC shall consist of a Chair, Vice-Chair and Secretary.
2. The Chair shall preside at all meetings of the EAC and shall have the duties normally conferred by parliamentary usage of this office. He/She shall be an ex-officio member of all committees. He/She shall enforce all bylaws and regulations of the EAC. The Chair shall be elected by a simple majority of the EAC Membership at the first EAC meeting each January or as otherwise decided by the EAC. The Chair shall prepare meeting agendas in coordination with the EAC Members and the agenda shall be approved at the start of each meeting. The Chair shall act as the spokesperson for the EAC.
3. The Vice-Chair or other Member as agreed upon by the EAC shall carry out the Chair's duties in case of absence, incapacity or resignation of the Chair.
4. The Vice-Chair or Secretary, with the assistance of such staff as is available from the City, shall keep the minutes and records of the EAC's regular and special meetings under the guidance of the Chair and attend to correspondence of the EAC and such other duties as are normally carried out by a Secretary. The Vice Chair or Secretary may delegate these duties to another Member as agreed upon by the EAC.

#### **ARTICLE VI. COMPENSATION**

Members shall receive no compensation for their services, but they may be reimbursed for expenses actually and necessarily incurred by them in the performance of their duties, provided that the expenses have the prior approval of the City's Managing Director.

#### **ARTICLE VII. TERMS**

1. Members shall serve for a term of three (3) years except that the initial appointments shall be so staggered that approximately one third (1/3) of the membership shall expire each year, and the terms of their successors shall be three (3) years each. The Council members' terms of office shall expire on the first Monday in January following the last year of their term in office, unless the Mayor has failed to reappoint or replace the member in which case the member's term shall continue until reappointment or replacement
2. Members may resign at any time upon providing written notice to the EAC Chair and the Mayor.
3. The Mayor shall appoint successors to Members who resign or are removed to serve for the remaining term of the former Member or Members.

#### **ARTICLE VIII. OFFICER ELECTIONS**

1. The EAC shall elect from among their Members a Chair, Vice Chair and optionally a Secretary at an annual organization meeting held in the month of January of each year at the time, on the date and at the place designated by the EAC for a regular meeting. Nominations of officers shall be made from the floor.
2. A candidate for any officer position who receives a majority vote of the voting membership of the EAC present shall be declared elected and shall serve one (1) year or until his/her successor shall take office.
3. Officer vacancies of the EAC shall be filled at the next regular meeting in accordance with the regular election procedure.

#### **ARTICLE IX. COMMITTEES AND SPECIAL TASK FORCES**

1. The EAC may establish standing committees.
2. Sub-Committees and Special Task Forces may be formed by a majority vote of EAC members at any regular or special meeting of the EAC for the purposes agreed upon at the meeting. The EAC may appoint Members of the general public to a sub-committee or special task force, as it deems necessary and appropriate.
4. Committees and Special Task Forces shall involve at least one EAC Member and are limited to making recommendations to the EAC for action.

#### **ARTICLE X. MEETINGS, VOTING AND QUORUMS**

1. Regular meetings will be open to the public and held by the EAC on a schedule voted on and approved by the EAC.

2. The Chair or a majority of the EAC Members may call special meetings. Such special meetings shall be held at such a place, date and hour as may be designated by the person or persons authorized to call such a meeting. The Chair or Secretary shall notify all Members of the EAC by email no less than five (5) days and not more than twenty-one (21) days in advance of such special meetings. The Mayor and the public shall be notified for such meeting in appropriate manner; i.e. posting the date, time and location on the City's website, sending a letter or email with five day's notice.
3. All meetings or portions of meetings at which official action is taken shall be open to the public.
4. Records of minutes from meetings will be kept and copies of the meeting's minutes will be sent to each Member and to the Mayor and City Clerk.
5. In the event a quorum is not present at any meeting, the Members may reschedule the meeting for a later date with the required notice. Those in attendance at a meeting which does not have a quorum may have discussion or receive presentations but cannot take any official action.
6. A simple majority vote of Members at a meeting at which a quorum is present shall be the act of the EAC.
7. Meetings of the EAC shall be conducted in a civil and organized manner.
8. All meetings not called to order for any reason within fifteen (15) minutes of the time designated may be cancelled.
9. A tabling motion, if passed, has the effect of laying the matter over until the next regularly scheduled meeting unless otherwise specified. The matter should be included on the agenda for the next EAC meeting.

#### **ARTICLE XI. DUTIES OF THE ENVIRONMENTAL ADVISORY COUNCIL**

1. Identify environmental issues, research solutions, and make recommendations to Allentown City Council and City of Allentown Departments and Administration;
2. Recommend plans and programs to the appropriate agencies for the promotion and conservation of the natural resources and for the protection and improvement of the quality of the environment within the City of Allentown and its surrounding areas;
3. Make recommendations as to the possible use of open land areas and/or environmentally sensitive lands within the City of Allentown and its surrounding areas;
4. Promote community environmental programs;
5. Advise the appropriate local governmental agencies in the acquisition of property, both real and personal;
6. Review subdivision and land development plans as appropriate;

7. Advise Allentown City Council and City of Allentown Departments and Administration on climate action planning including promoting energy conservation and renewable energy;
8. Undertake such environmental tasks as requested by Allentown City Council and City of Allentown Departments and Administration.

### **ARTICLE XIII. ORDER OF BUSINESS**

Unless otherwise agreed at an EAC meeting, the order of business at regular meetings shall be:

1. Roll Call
2. Approval of minutes
3. Amendments to agenda. A motion from the floor must be made and passed in order to dispense with any item on the agenda.
4. Introduction of visitors
5. Courtesy of the floor concerning agenda and non-agenda items
6. Report of officers and committees
7. Old business
8. New business
9. Adjourn

### **ARTICLE XIV. CONFLICT OF INTEREST**

1. All EAC Members must notify the EAC Chair of any actual or potential conflict of interest—personal, professional, direct or indirect to them, their families, employers, and associates by their involvement with this council. All notification must be made in writing.
2. Whenever an EAC Member shall have a direct or indirect personal, professional or financial interest in business before the EAC, such Member shall declare such interest and shall not participate in any discussion on said matter and shall in no event vote upon such matter. When there is a question as to the existence of a conflict of interest, the Chair shall make a ruling thereon.
3. Any Code of Conduct of the City approved by the City Council shall apply to the EAC and all of its meetings.

### **ARTICLE XV. AMENDMENTS**

The EAC shall have the power to amend the bylaws. These bylaws may be amended by a 2/3 vote of the voting Membership of the EAC. Each Member of the EAC shall receive written notice of any proposed amendments a minimum of seven (7) days prior to taking action.

### **ARTICLE XVI. REPEALER**

Any bylaws that previously may have been adopted and approved by the EAC are hereby repealed.

#### **ARTICLE XVII. EFFECTIVE DATE**

These bylaws are effective as of July 1, 2023.