

CITY OF PHOENIX
ENVIRONMENTAL QUALITY AND SUSTAINABILITY COMMISSION
BYLAWS

Approved by the Commission on February 8, 2018

ARTICLE I – CREATION.

1-1 Creation. The Environmental Quality Commission was originally created by City Ordinance G-3033 on July 13, 1971. The Commission was repealed by City Ordinance G-1927 on March 13, 1979. The Commission then was recreated by City Ordinance G-3033 on July 15, 1987. The Environmental Quality Commission evolved into the Environmental Quality and Sustainability Commission created by City Ordinance G-6292 on March 22, 2017.

ARTICLE II – POWERS AND DUTIES.

2-1 Advisory Body. The Commission will identify and advise the City Council on environmental quality and sustainability issues affecting the City and recommend to the City Council policies, positions, roles, and action the City might take to address those issues in a manner that protects, promotes, restores, or enhances the City's natural and built environments.

2-2 Powers and Duties. To the above end, the Commission will at the request of the City Council, and in consultation with the City Manager, engage in the following:

- (1) recommend to the City Council policy to guide City actions on environmental quality and sustainability issues;
- (2) recommend to the City Council positions the City might take on existing and proposed City, State, and Federal laws, regulations, and programs affecting the environmental quality and sustainability of the City's natural and built environments;
- (3) make recommendations to the City Council on new or existing City ordinances, regulations, policies, programs, and activities to protect, promote, restore, or enhance the City's natural and built environments;

- (4) foster citizen involvement within City and with other regional, national, and global events and activities on environmental quality and sustainability issues;
- (5) assist the City Council and City departments to identify the effect of new and existing City programs, actions, activities, events, ordinances, and resolutions on the City's natural and built environments;
- (6) hold regularly scheduled meetings, hold hearings as needed, and make information available on environmental quality and sustainability issues that affect the City's natural and built environments; and
- (7) consult with the City and other regional, national and global experts on environmental quality and sustainability issues.

ARTICLE III – COMPOSITION AND MEMBERSHIP.

3-1 Composition. The Commission shall consist of fifteen members to be appointed by City Council.

3-2 Terms. The terms of office of the members of the Commission shall be as follows: five members shall be appointed for a term of one year; five members shall be appointed for two years; five members shall be appointed for three years; and thereafter appointments shall be for a term of three years from the expiration of the original term of office. Members may be appointed by the City Council to serve successive terms.

3-3 Removal of Members. Any member missing three consecutive meetings may be removed from appointment by the City Council.

3-4 Resignation of Members. Any Commission member may resign by written notice submitted through the Office of Environmental Programs to the Commission and City Council.

3-5 Vacancy. Any vacancy occurring on the Commission filled by appointment by the City Council will be for the balance of the unexpired term.

3-6 Compensation. Members of the Commission shall serve without compensation.

ARTICLE IV – OFFICERS.

4-1 Chairperson. The City Council shall appoint the chairperson of the Commission for a term of one year. The chairperson may be appointed by the City Council to serve successive terms. The Commission may recommend the appointment of a chairperson to the City Council. The chairperson shall have the power to appoint subcommittees as are necessary; establish meeting/hearing schedules and agenda items in consultation with Commission members and City staff; preside over Commission meetings, including deciding upon all points of order or procedure; and consider other matters and concerns of the Commission and City Council.

4-2 Vice-Chairperson. The City Council shall appoint the vice-chairperson of the Commission for a term of one year. The vice-chairperson may be appointed by the City Council to serve successive terms. The Commission may recommend the appointment of a vice-chairperson to the City Council. The vice-chairperson shall preside over Commission meetings in the absence of the chairperson. Other duties of the vice chairperson shall include responsibilities approved by the chairperson.

ARTICLE V – SUBCOMMITTEES.

5-1 Purpose. Subcommittees report to the Commission in an advisory capacity. Subcommittees shall exist only as long as necessary to fulfill the purposes for which they were created.

5-2 Composition and Membership. Membership of a Subcommittee is voluntary and must be approved by the Commission. Non-commission members are permitted to serve as voting members of the Subcommittee with approval of the Commission. Members of the Commission that are not on a Subcommittee can attend a Committee meeting as a member of the public and shall provide comments during the public comment period. The Commission

must approve the number of total members of a Subcommittee. A vote of the Commission is required to increase or decrease the membership on a Subcommittee. The number of Commission members on the Subcommittee must be less than the number needed for a quorum of the Commission.

5-3 Removal of Members. Any Subcommittee member missing three consecutive meetings may be removed from appointment by the Commission.

5-4 Resignation of Members. Any Subcommittee member may resign by written notice submitted through the Office of Environmental Programs to the Commission.

5-5 Officers. The Commission shall elect the Subcommittee chairperson. The Subcommittee chairperson shall be a Commission member. The Subcommittee chairperson shall have the power to establish meeting/hearing schedules and agenda items in consultation with the Subcommittee, Commission, and City staff; preside over Subcommittee meetings, including deciding upon all points of order or procedure; and consider other matters and concerns of the Subcommittee and Commission.

ARTICLE VI – MEETINGS.

6-1 Legal. The members may adopt appropriate rules for the proper conduct of meetings of the Commission. Commission and Subcommittee meetings and members shall follow all current Arizona Revised Statutes, Open Meeting, and Conflict of Interest Laws. The Commission and its Subcommittees shall follow all current Phoenix laws, ordinances, and policies, and the guidance in the City of Phoenix Ethics Handbook.

6-2 City Staff. The Office of Environmental Programs Manager shall appoint staff to serve as secretary and other staff as needed to the Commission. City staff shall serve to provide information, support, and guidance to the Commission. The City Attorney shall provide legal representation and advice to the Commission. City staff shall not act as members of the Commission.

6-3 Schedule. When business needs to be conducted and a quorum can be obtained, the Commission shall meet monthly and at such other times when called by the chairperson after consultation with Commission members and the City staff.

6-4 Agenda Items. Items for the agenda may be proposed by any member of the Commission or Subcommittee. The chairperson shall help set and approve the agenda for each meeting.

6-5 Quorum. A quorum of the Commission shall consist of a majority of the number of members. Any action voted on by a majority vote of the quorum present shall be considered an action of the Commission. In the event a quorum is not present for a meeting, the Commission is prohibited from taking any action and the meeting shall be rescheduled. In the event a quorum is present at the beginning of a meeting and is not maintained throughout the meeting, no action shall be taken until the quorum is regained.

6-6 Parliamentary Procedures. All meetings of the Commission shall be conducted according to the latest edition of Robert's Rule of Order, except the chairperson of the Commission or Subcommittee shall be permitted to vote on any motion. City staff shall be available to advise the chairperson when issues of parliamentary procedures arise.

6-7 Proxy Voting. Proxy voting shall not be permitted.

6-8 Remote Participation. Technology, such as but not limited to, the telephone, computer, and mobile device that allows members to fully participate in real time remotely may be permitted.

6-9 Minutes, Records, and Reports. The secretary shall take all minutes of Commission meetings and keep all Commission reports. The minutes of all Commission meetings shall be provided to the Commission in summary form. The minutes shall be approved by the Commission or Subcommittee before submitting to the City Clerk. The secretary shall be

responsible for sending meeting notices to Commission members and for preparing meeting materials. Requests for special studies or reports will be coordinated through the Office of Environmental Programs. Documentation shall be kept and maintained with Office of Environmental Programs.

6-10 Open Meetings. Commission and subcommittee meetings and business, except executive sessions, shall be open to the public.

6-11 Conflict of Interest. Any member of the Commission or Subcommittee who has a substantial interest in the outcome of any matter brought before the Commission or Subcommittee shall make known that interest known. The meeting minutes shall reflect that the member made such fact known. The member shall refrain from voting, discussing, or in any way participating in that matter.

ARTICLE VII – AMENDING BYLAWS.

7-1 Amending Bylaws. These bylaws may be amended at any meeting of the Commission after not less than seven calendar days notice has been given to all Commission members and a copy of the proposed amendment sent with notice. Approval of the bylaws and changes in the bylaws shall require a concurring vote of three-fifths of the members of the Commission.