

ENERGY COMMISSION BYLAWS –
ARTICLE I PURPOSE

A. The Purpose of the Energy Commission is to:

1. oversee City policies and regulations in areas where energy efficiency concerns should be addressed and advise City Council;
2. make periodic public reports and recommendations to the City Council and Administration on ways to improve municipal and community energy efficiency;
3. develop an annual Work Plan identifying energy projects for Commission and City staff implementation;
4. oversee and make recommendations on municipal energy production and energy efficiency projects;
5. oversee and make recommendations on community based energy production and energy efficiency projects;
6. identify and make recommendations regarding energy project financing options;
7. investigate, research, call public hearings and make recommendations regarding new and current energy topics which are brought to the attention of the Commission by the community;
8. research, formulate and oversee community education programs.

B. The Energy Commission will make recommendations to Council to implement energy programs which:

1. are aggressive in achieving significant results in energy conservation and promotion of renewable resources;
2. are sensitive to the economic and social difference between people;
3. are equitable in dealing with all sectors of energy conservation;
4. maintain Ann Arbor's attractiveness as a place to live and do business;
5. implement conservation measures which are cost-effective;
6. encourage government to support private activities, not replace them; and
7. take into account Ann Arbor's long-term future with regard to energy availability and use.

ARTICLE II AUTHORITY

The authority of the Energy Commission is expressly derived from the action of the Mayor and City Council of Ann Arbor by resolution.

ARTICLE III - BOARD MEMBERSHIP

The Energy Commission shall be composed of thirteen (13) members, including two (2) ex-officio City Council members.

ARTICLE IV - TERM OF APPOINTMENT

All the Commission appointments shall be staggered three year terms, beginning January 1 of each year.

ARTICLE V - ATTENDANCE

Commission members are expected to attend all regularly scheduled meetings. Each Commission member will designate a single non-voting alternate. This alternate may take the member's place on the Commission in the case of his/her absence. The nonvoting alternates may make and second motions and participate in discussions. If circumstances prevent a member from attending advance notification should be made to Community Development Department staff. Such notification should be twenty-four (24) hours in advance of the meeting and should specify whether the member's alternate will be present. Members having three (3) or more unannounced consecutive absences shall be removed from the Commission.

ARTICLE VI - VACANCY PROCEDURE

Vacancies resulting from removals or resignations shall be filled by City Council. The Mayor shall appoint and Council shall approve a replacement for such vacancies as soon as is reasonably possible in order to promote full membership of the Commission. The term of the appointment for the new appointee shall be the remainder of the replaced member's term.

ARTICLE VII - QUORUM

A majority of the members of the current membership of the Commission shall constitute a quorum of the Commission. The affirmative vote of a majority of the members present shall be required for the adoption or passage of any official recommendations or actions.

ARTICLE VIII - CONFLICT OF INTEREST

A conflict of interest occurs when a Commission member is an individual or a business, group, or organization that may receive financial benefit from any action considered by the Commission. An identified conflict on behalf of a Commission member shall be cause for denial of the voting privilege with regard to the subject in question. Individual Commission members are responsible for identifying conflicts of interest and abstaining from voting.

ARTICLE IX - COMMISSION OFFICERS

Leadership of Commission activities shall be the primary responsibility of the Chair or Co- Chair(s) and the secondary responsibility of a Vice Chair in the Chair(s)'s absence. The Chair(s) and Vice Chair shall be elected by the majority of a quorum of the Commission. The terms of office for the Chair(s) and Vice Chair shall be one year starting on January 1, at which point the Commission may reelect. The Commission shall adopt such rules and procedures as it finds necessary to conduct its business.

ARTICLE X - DUTIES OF THE CHAIR(S)

There shall be a Chair or Co-Chair presiding over the Commission. A Chair shall preside at all meetings of the Commission and is eligible to speak and vote on all matters coming before the Commission. The Chair(s) is responsible for calling special meetings and conducting all meetings in an orderly manner. Minutes will be recorded by City staff.

ARTICLE XI – DUTIES OF THE VICE CHAIR

Should the Chair(s) resign during the term of office, the Vice-Chair shall immediately assume the duties of the Chair(s), and at the first regular meeting of the Commission thereafter, the Commission shall elect a Chair(s) in the manner prescribed above. During all meetings or decisions where the Chair(s) is not present, the Vice Chair will assume leadership duties.

ARTICLE XII - COMMISSION STAFFING

Staff support for the Commission will be provided by City employees and consultants as designated by the Community Development Director.

ARTICLE XIII - REGULAR MEETING DATES

Regular meetings are those held on a regularly scheduled basis. Regular meetings shall be scheduled as determined by Commission members. All regular meetings of the Commission shall be open to the public. Members shall be informed in writing of the agenda, date, place, and time of regular meetings at least five (5) days in advance.

ARTICLE ~~XIII~~XIV - SPECIAL MEETINGS

Special meetings are those not scheduled on a regular basis and held for a specific purpose. Special meetings of the Commission shall be called by the Chair(s). All special meetings of the Commission shall be open to the public. Members will be informed of the purpose, date, place, and time of special meetings at least three (3) days in advance.

ARTICLE XIV - AGENDA

- A. Provision shall be made for additional agenda items not included in the agenda submitted with the call for each scheduled meeting of the Energy Commission as a standing item following approval of minutes. Adoption of such additional agenda item(s) shall be by majority vote of the members present. These agenda item(s) shall be incorporated in the agenda as the last item under new business.
- B. Agenda items which require formal Commission action and are judged by the Chair(s) to involve an issue(s) of substance will be included in the agenda for the next subsequent meeting of the Commission provided such items:
 - 1. receive prior approval for inclusion from the Chair(s), and

2. are submitted in writing for inclusion in the mailings with call for said subsequent scheduled meeting of the Committee.

ARTICLE XVI - ACCOUNTABILITY TO ANN ARBOR CITIZENS

- A. Accountability of the Energy Commission. All Commission members shall be accountable and responsible to the Citizenry of Ann Arbor. Included in such responsibility are the following:
 1. all Commission meetings shall be open to the public with a reasonable time allotted for general discussion pertinent to the business of the Commission;
 2. the Commission shall schedule public hearings from time to time to hear citizens' opinions on the performance of the Energy Commission; and
 3. minutes shall be taken at all meetings, Commission minutes shall be recorded with the City Clerk, and shall be made available to the general public upon request. Unapproved minutes shall be available not more than eight (8) business days after the meeting to which the minutes refer.
- B. Accountability of the Community Development staff. The Community Development staff shall be responsible for providing full and complete public access to all energy-related information that it has in its office. The staff will also be responsible for keeping the general public informed on the progress of the City's energy program.

ARTICLE XVII - PROPER NOTICE TO THE PUBLIC

Notice of all regular Commission meetings shall be provided in advance in the local news media. Notice of all special meetings shall be publicized in advance whenever the meeting is called more than five (5) days prior to the meeting. Notice of all meetings shall be posted at the City Hall.

ARTICLE XVIII - METHOD OF BY-LAWS AMENDMENT

Amendments to the By-laws shall become effective only by a two-thirds (2/3) vote of the Commission. Proposed amendments to these By-laws shall be considered at the meeting following their introduction.

ARTICLE ~~XVIII~~XIX - COMMITTEES

The Chair(s) may find it appropriate from time to time to establish committees to consider business germane to the purpose of the Energy Commission. The purpose and term of committees shall be explicitly defined.

Committee members and the Committee Chair shall be appointed by the Commission Chair and approved by a vote of the Commission. The Committee Chair shall be a Commission member. All committee members need not be Commission members.

An attempt shall be made to insure that the Committee consider a cross section of the divergent views of the citizens of Ann Arbor on the issues to be addressed by the committee.

ARTICLE ~~XIX~~ - PRODUCTS OF THE COMMISSION

All written recommendations, plans, or publications approved by the Commission shall be available to the public and on file in the Community Development Office.

ARTICLE ~~XXI~~ - ROBERTS RULES OF ORDER

Any question of process or interpretation of these By-laws shall be by and conform to Robert's Rules of Order Revised.