



Energy Commission

Overview of Bylaws and Enabling
Resolution

Bylaws

- ▶ The Energy Commission is an advisory body to City Council
- ▶ The Commission's purpose is to advise the City Council and City Administrator on energy production and use. Energy Commission, as a body, can:
 1. Propose, evaluate, recommend, and respond to energy policies and practices that affect the City or its residents;
 2. Recommend ways to engage the public on energy matters and encourage public action to further City energy goals;
 3. Review and advise on the Ann Arbor Climate Action Plan and the Ann Arbor Sustainability Framework and Action Plan; and
 4. Advise on the appropriate allocation of City resources to achieve energy efficiency, renewable energy, clean energy, and other City energy goals.

Other Topics and Meeting Structure in Bylaws

- ▶ Each member shall annually disclosure organizational affiliation.
- ▶ The Chair shall ensure that all meetings are conducted in an efficient and respectful manner.
- ▶ The Commission may hold non-voting working meetings to carry on the work of the Commission.
- ▶ All meetings of the Commission shall be open to the public and conducted in accordance with the Michigan Open Meetings Act (PA 267 of 1976), as amended.
- ▶ Public comment shall be allowed at all meetings. An individual may speak for up to 3 minutes on any item open for public comment. The Chair may extend an individual's speaking time in the Chair's discretion. Public comment on non-agenda items may be limited in the Chair's discretion.

Committees and Working Groups

- ▶ The Commission may create standing or special committees to carry on the work of the Commission.
 - ▶ Each committee shall include at least one member of the Commission and may include nonmembers of the Commission, in the Commission's discretion.
 - ▶ Members of committees shall be appointed by the Chair and approved by the Commission.
 - ▶ In creating each committee, the Commission shall consult with City staff to review the necessity of creating the committee and whether adequate resources exist to support the committee.
 - ▶ The creation of committees is subject to the City's administrative policies and procedures.
 - ▶ Materials must be posted on a SharePoint drive set up by staff

Committees and Working Groups (cont.)

- ▶ Each committee should have clearly defined tasks, preferably in writing, and, except for standing committees, should have a specific timeframe in which to perform their delegated tasks. Committees shall be limited to performing the tasks delegated to them by the Commission and shall report to the Commission. Committees are subject to applicable City administrative policies and procedures.
- ▶ The Commission may also create work groups or designate certain members to perform research or develop recommendations on specific topics without creating a committee.

Expectations of Boards and Commissions (per Clerk's Office)

All Members

- ▶ Act courteously - Disagreements are inevitable, but appointees should remain civil and focus on issues rather than personal differences
- ▶ Arrive to meetings on time and let your staff liaison and chair know if you will be absent or late
- ▶ Come prepared. Review proposed minutes, agenda packets, and other information ahead of time to allow for informed deliberation
- ▶ Represent your board or commission appropriately
- ▶ As an appointee, people may perceive you to speak on behalf of the City or your board or commission. Make clear that you are speaking in your personal capacity