

# **Bylaws of Minneapolis**

## **COMMUNITY ENVIRONMENTAL ADVISORY COMMISSION**

### **Section 1.      Purpose and Name**

On July 1, 1994 the Minneapolis City Council passed unanimously Resolution 94R-177. This resolution reorganized the permanent advisory body founded in 1990 renaming the Minneapolis Environmental Committee (MEC) the Citizens Environmental Advisory Committee “to better fulfill its obligation to advice on the environmental consequences of City policies, programs, and projects with local or global impacts.”

In early 2013, Resolution 2013R-039, rescinding Resolution 90R-142 entitled, “Creating the Minneapolis Environmental Commission (MEC)”, was adopted by the City Council. In late 2018, Resolution 2018R-343 “Restructuring the Minneapolis Community Environmental Advisory Commission” (CEAC) was adopted by the City Council.

### **Section 2.      Duties and Membership**

**A.** CEAC shall work closely with the Sustainability Division to provide policy and program advice and comments to the City Council and City staff. CEAC may suggest environmental priorities for City policies, programs, and projects using criteria including but not limited to natural and built environmental impact, community impact, timeliness, environmental justice, and equity.

**B.** CEAC shall consist of 19 members appointed as follows:

- 13 residents, 5 appointed by the Mayor and 8 by the City Council, who are general community representatives and residents of the City, with a goal of balanced representation across wards;
- 6 persons, 3 appointed by the Mayor and 3 by the City Council, from environmental advocacy, business, industry, and/or public agencies with a variety of professional, technical, and policy expertise across topics, including environmental justice, air, energy, waste, and water.

**C.** All members serve two-year terms and are eligible for reappointment, with their replacement conducted through a nomination and appointment procedure in accordance with the City’s Open Appointments process as set forth in the Minneapolis Code of Ordinances (Sec. 141.80).

**D.** The Sustainability Division has primary responsibility for staffing CEAC. From time to time CEAC may ask the City staff person to arrange for additional staff representation from other City departments who may be more appropriate for a specific task or issue.

### **Section 3.      Officers**

**Chair and Vice Chair** shall be elected within CEAC by a majority vote of members present at a meeting. The election shall be held no later than second (2nd) meeting of the calendar year. Officers shall serve one-year terms.

### **Section 4.      Resignation**

Members should communicate their intention to resign by written notice to the CEAC chair or staff. Appointed members may be replaced following the Open Appointment process if they miss three consecutive monthly meetings without contacting the CEAC member Chair, Vice Chair, or City staff person.

## **Section 5. Meetings**

**A.** CEAC shall meet at least quarterly. A schedule for regular meetings stating the dates and times shall be adopted not later than the second (2<sup>nd</sup>) meeting of the calendar year.

**B.** Special meetings may be held at any time upon the call of the Chair or quorum of members of CEAC. Notice of special meetings should include date, time, location and agenda and should be received by members 3 days prior to the meeting.

**C.** A majority of the CEAC members shall constitute a quorum of the full membership for the conduct of CEAC business. Once a quorum exists it is deemed to exist until the meeting is adjourned.

**D.** All CEAC meetings shall be open to the public. Notices of meetings shall be distributed to the City Clerk or posted online for appropriate distribution.

**E.** Members are expected to be actively engaged with at least one committee.

**F.** Members are expected to attend all regularly scheduled meetings to the best of their ability.

## **Section 6 Committees**

The Chair may appoint and dissolve committees of CEAC. The committees will use its own process to name a chair of the subcommittee. The purpose is to identify issues, make recommendations for CEAC policy or action and as appropriate, to participate in the implementation of Committee decisions and activities. Membership on committees may include individuals who are not CEAC members, but who have expertise that will help the group carry out its function. At least one member of a committee must be a member of CEAC. All committee members shall have the right to vote whether or not they are CEAC members.

## **Section 7 Conduct of Business**

All voting and motions will be noted by voice vote with one vote per member. Voting by proxy is not allowed.

In lieu of meetings, a quorum of members can make decisions in an online manner, at the discretion of the Chair and Vice Chair. The call for vote must be sent to all members and clearly state the closure date and time for voting. Items approved in an online manner must have been an agenda item in the formal meeting held prior to the call for an online vote. The vote must constitute at least a quorum and must be a supermajority (two-thirds) of voters. The voting period must be open for at least three business days.

## **Section 8 Publications/Correspondence in the Name of CEAC**

**A.** Publication and distribution of any CEAC documents/positions must be duly adopted by a quorum of CEAC. CEAC members are not prevented from distributing surveys, letters, or other communications regarding CEAC business provided such communications do not appear to be the official position of CEAC.

**B.** In time sensitive cases involving City policies/projects where CEAC is asked/or volunteers to make comments on a schedule that exceeds CEAC's ability to meet and deliberate, those comments should clearly state *draft or subject for review and acceptance by CEAC with the consent of the Chair or Vice Chair and consultation with City staff.*

**Section 9**      **Amendments**

Bylaws can be amended by a two-thirds vote of members present at any regular meeting of CEAC provided quorum is met. Written notice must be provided to CEAC members 10 days in advance of the impending vote, setting forth in detail the contents of the proposed amendment. The bylaws may be suspended by a three-quarters majority vote of the Commission members present.

Approved September 5, 2019