

BYLAWS

**CHESTER COUNTY ENVIRONMENTAL AND ENERGY
ADVISORY BOARD**

Adopted May 28, 2020

Amended July 27, 2022

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CHESTER COUNTY ENVIRONMENTAL AND ENERGY ADVISORY BOARD CHESTER COUNTY, PENNSYLVANIA

ARTICLE I Name of Board

- 1.1 The name of this organization shall be CHESTER COUNTY ENVIRONMENTAL AND ENERGY ADVISORY BOARD.

ARTICLE II Authorization

- 2.1 The County Board of Commissioners (herein known as the “Commissioners”) authorized the establishment of the Chester County Environmental and Energy Advisory Board (herein known as the “Board”) with resolution number 35-19, adopted on September 12, 2019.

ARTICLE III Purpose

- 3.1 The Board shall provide review and recommendations to the Commissioners and pertinent County Departments which would, inter alia, include:
- 3.1.a Recommending best environmental and energy practices in the areas of buildings, facilities and operations; fuels, vehicles, and transportation; food; responsible purchasing; housing; energy sources; air quality; stormwater management; natural resource protection; solid waste; recycling; water; wastewater; and climate change.
 - 3.1.b Identifying environmental and energy policies the County has adopted and recommending ways to promote and educate about Chester County’s environmental and energy initiatives.
 - 3.1.c Identifying and recommending voluntary actions, projects, and programs for municipalities, businesses, non-profits, and other partners to implement county environmental and energy policies.
 - 3.1.d Reviewing and providing input into a Climate Action Plan.
 - 3.1.e Recommending environmental and energy related actions, projects, and programs to the Commissioners for implementation.

ARTICLE IV Membership

- 4.1 Members shall be appointed by the Commissioners. Except for ex-officio members, each member is to serve a two-year term, except that, when the Board is first created, half of the members shall be appointed for three years and half for two years.

- 4.2 Membership shall consist of the following:
- 4.2.a Four Chester County citizens
 - 4.2.b Four Chester County business representatives
 - 4.2.c One representative of Chester County Economic Development Council's Smart Energy Initiative (SEI)
 - 4.2.d One representative of Chester County Association of Township Officials
 - 4.2.e One representative of Chester County Municipal Managers Consortium
 - 4.2.f Two representatives of Chester County's land conservancies
 - 4.2.g Two representatives of utility companies serving Chester County
 - 4.2.h Executive Director of Chester County Planning Commission (ex officio)
 - 4.2.i Executive Director of Chester County Water Resources Authority (ex officio)
 - 4.2.j Chester County Director of Parks and Preservation (ex officio)
 - 4.2.k Chester County Director of Emergency Services (ex officio)
 - 4.2.l Director of Chester County Conservation District (ex officio)
 - 4.2.m Director of Chester County Facilities (ex officio)
- 4.3 The six county department directors shall be ex officio with no term limit. Ex officio members of the board shall be full voting members and may be represented by a designated alternate when they are unable to attend a board meeting.

ARTICLE V
Officers

- 5.1 The officers of the Board shall consist of Chair, Vice-Chair, and Secretary. The terms of officers shall be one year, with no more than three (3) total consecutive terms for either the chair or vice-chair.
- 5.2 The Chair shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by parliamentary usage on such officers. At each meeting, the Chair shall submit such recommendations and information as may be considered proper concerning the business affairs and policies of the Board.
- 5.3 The Vice-Chair shall act for the Chair in his/her absence. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the new Chair shall be selected.
- 5.4 The Secretary shall keep the Minutes and records of the Board, and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the Chair, provide notice of all meetings to Board members, arrange legal notice of meetings, attend to correspondence of the Board, and such other duties as are normally carried out by a Secretary.

ARTICLE VI
Election of Officers and Reorganization

- 6.1 An annual organization meeting of the Board and election of officers shall be held at the first meeting of the calendar year.

- 6.2 Nominations shall be made from the floor or by a nominating committee at the annual organization meeting, and election of officers set forth in Section 5.1 of Article V shall follow immediately thereafter.
- 6.3 A candidate receiving a majority vote of the entire membership of the Board shall be declared elected.
- 6.4 Vacancies in office shall be filled by the Board by regular election procedures at the next regular meeting.
- 6.5 The Secretary shall notify the Commissioners of any vacancies of members from the Board.

ARTICLE VII
Meetings

- 7.1 Meeting dates, times and locations for the year shall be determined by the Board at its organization meeting. Meetings shall be held on a quarterly basis, or as needed. In the event of conflict with holidays or other events, a majority of the members present at an official meeting may change the date or location of said meeting. Notice of all public meetings shall be posted on the Planning Commission website.
- 7.2 Notice of the time and place of additional meetings, except special meetings, or changes to the scheduled quarterly meetings shall be posted on the Planning Commission website.
- 7.3 A quorum shall consist of a majority of currently appointed members of the Board. A quorum shall be required to take action on business items. Action shall be by a majority of the members participating in the meeting and voting, which can be done in person or remotely via an electronic device. Voting shall be by voice vote. A record of the vote shall be kept as part of the Minutes.
- 7.4 Special meetings may be called by the Chair. It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of members of the Board. The Secretary shall notify all members of the Board in writing or by e-mail not less than five (5) days in advance of such special meetings.
- 7.5 All meetings, or portions of meetings, at which official action is taken, shall be open to the general public. However, the Board may meet in executive session for discussion purposes, in compliance with the Pennsylvania Sunshine Law.
- 7.6 Unless otherwise specified, “Robert’s Rules of Order” shall govern the proceedings at the meetings of this Board.

ARTICLE VIII
Order of Business

- 8.1 The Secretary of the Board, under the direction of the Chair, shall establish the agenda for each regular, special, and executive meeting.

ARTICLE IX
Amendments

- 9.1 These Bylaws may be amended by a majority vote of the entire membership of the Board.
- 9.2 Notice of the proposed change in the Bylaws must be given at least thirty (30) days prior to the meeting at which the amendments to the Bylaws shall be considered, and this notice must be in writing by first-class mail or email to all members of the Board.

ADOPTED THIS DATE: July 27, 2022

ATTESTED:

Brian O’Leary, Secretary

Jessica Cadorette, Chair