

## CITIZENS ENERGY & CLIMATE TEAM

### BY-LAWS

*Adopted by GHG-Energy Conservation Team on November 10, 2004*

*Amended and approved by the Conservation Committee on December 1, 2004 subject to the Team's review and revision of their meeting notice requirements.*

*Amended by GHG-Energy Conservation Team on December 8, 2004.*

*Amended by the Missoula City Council on 12/12/2016*

*Amended by the Missoula City Council on 6/24/2020*

#### Article I – Authority

On June 17<sup>th</sup>, 1996, Missoula joined the Cities for Climate Protection Campaign with the adoption of Resolution Number 5890. With this resolution, Missoula agreed to participate in the Cities for Climate Protection Campaign and to develop a local action plan to increase energy efficiency and reduce greenhouse gas emissions throughout the community. A local action plan was passed by the City Council on May 10, 2004. As part of the plan, the city created the Energy & Climate Team.

#### Article II- Objective

The objective of the Energy & Climate Team is to aid in the community-wide education and communication of energy efficiency opportunities that minimize greenhouse gas generation, as well as advising City Council on energy and climate policy matters.

#### Article III- Definitions

As used in these by-laws:

“Team” - means the Energy & Climate Team

“Chair” – means the chairperson of the Energy & Climate Team or, in his/her absence, the acting chairperson.

“Staff” – means City employee.

“Council” – means the City Council of Missoula, Montana

“Parks and Conservation Committee” – means the City Council Parks and Conservation Committee.

#### Article IV – Power and Duties

- A. The Team has the power and duty to:
1. Monitor and lead efficiency initiatives throughout the Missoula area.
  2. Conduct meetings pursuant to the open meeting and public participation provisions of Montana State Law
  3. Keep minutes of its proceedings and keep records of its examinations and other official actions, all of which shall be filed with the city clerk and shall be a public record.
  4. Team results and activities will be reported to and directed by the Parks and Conservation Committee on a regular basis. The Team will meet at the scheduled direction of the Parks and Conservation Committee.
  5. In considering all matters lawfully before it, the Team may at its discretion:
    - (a) consult with City staff, Councilpersons, technical advisors, and other interested parties;
    - (b) notice and host informal open houses to gather public input on greenhouse gas and energy conservation proposals and issues;
    - (c) receive reports that are necessary for the conduct of business from City staff persons;
    - (d) make on-site visits
    - (e) do all other things necessary and convenient to carry out its duties.

#### Article V – Membership

- A. The Energy & Climate Team (Team) will be appointed by the City Council.
- B. The Team will be comprised of seven adult members, including a member from City or County Government and 3 youth non-voting advisory members. Members should have demonstrated involvement or interest in local climate action, energy conservation, energy efficiency or renewable energy. Up to 2 alternates may be appointed . Alternates shall serve on the Team and vote in the absence of a regular member. The youth members will be referred to as “Youth Team Members”.
1. The youth team applicants shall be between the ages of 13 and 18.

2. Once a member turns 19, or graduates high school, whichever is first, they must resign their youth advisory team position, but are able to reapply for a vacant adult voting member position.
3. Terms for youth team members shall run from June 1 to May 31, and shall consist of a one year term.
4. Youth Advisory members shall participate in the interview process with the City Council Parks and Conservation Committee in late April and May of each year

C. Resignation and Vacancies

1. Written resignations shall be addressed to the chair of the Team, who shall notify the City Council and City Clerk.
2. The City Council shall fill any vacancy for the unexpired portion of the term as soon as practically possible.

D. Absence from Meetings and Removal from Office

3. Each member of the Team shall notify the chair in advance of inability to attend a Team meeting.
4. Absence from three consecutive regular meetings without notice to the Team Chair or Team staff or absences from 50% of regularly scheduled meetings with or without notification during a fiscal year may be grounds for removal from Team membership. The Team shall discuss this member's absence and discuss what action to take. The chair may notify the Council and request they review the member's ability to serve as a productive and functional member of the Team and to determine whether the individual should be removed from the Team or the Team position be declared vacant.

Article VI – Officers and Duties

A. Officers

1. Chair. The Team shall elect a Chair from within the Team's membership who shall serve a term of up to one year.
2. Vice-Chair. The Team shall elect a Vice-Chair from within the Team's membership who shall serve a term of up to one year.

B. Duties

1. Meetings of the Team shall be held at the call of the Chair
2. The Chair shall preside at all meetings and hearings, call special

meetings, and perform duties normally conferred by parliamentary usage on such officers, and such other duties as may be properly prescribed.

3. The Chair may enter into discussion of matters before the Team.
4. The Chair can vote on all issues before the Team.
5. When the Chair is absent or disqualified, the Vice-chair has the authority to act as Chair.
6. In the temporary absence of both the Chair and vice-Chair, the Chair may designate a Team member as acting Chair.
7. In the event of a tie vote, the matter will be held and deferred for a decision to a following meeting of the Team.
8. The Chair or a majority of the Team members may schedule a meeting, open house, or working session as long as there is at least one week advance notice, and two weeks whenever possible, to the public and Team members.

#### Article VII – Meetings

- A. Regular Meetings. The Team shall meet regularly at a time and place mutually agreeable to the members and as directed by the Parks and Conservation Committee.
- B. Facilitators. The Parks and Conservation Committee or the Energy and Climate Team may arrange for third-party facilitators to facilitate the Team meetings.
- C. Special Meetings. The Team shall meet at such times and places as needed and shall be notified by the chair.
- D. Quorum.
  1. A majority of adult Team members shall constitute a quorum.
  2. All action of the Team shall be authorized by a concurring vote of a majority of a quorum.
- E. Parliamentary Authority: *Robert's Rules of Order* shall apply to all parliamentary matters unless these bylaws otherwise provide.

Subcommittees: The Team shall form subcommittees as convenient, which shall report from time to time to the Team. Meetings of subcommittees shall be in accordance with these by-laws, except subcommittees may transact business in the absence of a quorum.

Article VIII – Conduct of Meetings

- A. Unless otherwise arranged, the order of business at regular meetings shall be:
  - 1. Call to order
  - 2. Roll Call
  - 3. Consideration of minutes and action thereon
  - 4. News and announcements
  - 5. Specific agenda items
  - 6. Other items
  - 7. Adjournment
- B. The Team may choose to dispense with any item on the agenda or change the regular order of business
- C. New Business
  - 1. Only those items included on the agenda for the Team may be acted upon at that particular meeting
  - 2. New business may be introduced without prior notice for the purpose of Team action at a future meeting, or as a referral to the Team or staff for study and consideration

Article IX – Amendments

- A. Procedure
  - 1. Any by-law amendment shall be proposed in writing by any Team member
- B. Approval
  - 1. Approval of the proposed amendment requires an affirmative vote of a majority of the Team membership.
  - 2. No such amendment shall be effective until approved by the City Council. .