



ENERGY & CLIMATE TEAM BYLAWS

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

Amended and approved by the Conservation Committee on December 1, 2004

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

Amendments approved by the Missoula City Council on / /2023

Article I – Authority

Missoula joined the *Cities for Climate Protection Campaign* in 1996 with the adoption of Resolution 5890. Missoula resolved to develop a local action plan to increase energy efficiency and reduce greenhouse gas emissions throughout the community. This local action plan titled the *Missoula Greenhouse Gas Energy Conservation Plan* adopted by the City Council on May 10, 2004, led to the formation of the Energy & Climate Team.

Article II - Scope

The Missoula Energy & Climate Team shall serve in an oversight and advisory capacity to the Missoula City Council and in other capacities included in the city's regulations and laws.

Article III - Objectives, Operating Principles and Values

The *Missoula Greenhouse Gas Energy Conservation Plan* originally established the goals of the Energy & Climate Team 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. The following is an update to this original set of goals

Objectives of the Energy and Climate Team include aiding in community-wide education and coordination of climate change mitigation and energy efficiency opportunities to reduce municipal and city-wide greenhouse gas emissions and their equivalents; as well as identifying opportunities for mitigation, adaptation, and resilience in City operations and in the larger community. The Team advises the City Council and city staff on their efforts and on policy matters relating to climate change and energy use.

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The Team will work in concert with the City's Climate Action Team to achieve the City's climate change goals. In addition, the two team's will work together to identify and support opportunities for mitigation, sustainable practices, adaptation, and resilience in City operations and in the Missoula community. The Team serves as a resource to the City's Climate Action Team on reviews and advice to the City Council on the budget necessary to achieve its goals of climate emissions neutrality as well as how to adapt to and mitigate the impacts of climate change.

It is understood that climate change and solutions to reducing the carbon footprint of City operations and those of the larger community will involve a variety of strategies including mitigation, sustainable practices, adaptation, and resiliency.

Climate change impacts are not evenly experienced across our community and different strategies and messages will be necessary to achieve maximum results. Two primary filters will guide the Team's actions and recommendations:

- Climate equity and climate justice will be filters which inform the Team's recommendations for City policies, including those relating to transportation and building. City projects will be evaluated in terms of whether a project enhances the ability of traditionally underserved, economically disadvantaged populations, and tribal communities to mitigate the impacts of climate change in their own lives or adapt to climate change.
- A Climate Lens will be used to evaluate city projects and expenditures. A Missoula Climate lens will be used to evaluate climate impacts in city projects and expenditures. The Climate Lens will be used to raise awareness of climate change risks and impacts associated with municipal projects and encourage improved choices by project planners, designers, and decision-makers.

Article IV – Power and Duties

A. The Team has the power and duty to:

1. Evaluate City progress toward climate goals.
2. Engage in outreach activities with stakeholders.
3. Advise and make recommendations to the City Council on their efforts and on policy matters relating to climate change and energy use.
4. Work in concert with the City's Climate Action Team and other city staff to achieve the City's climate action goals.
5. Recognize and celebrate accomplishments of city staff and community partners.
6. Work to better understand and develop solutions related to climate change, climate mitigation efforts, sustainable practices, adaptation approaches, and resiliency strategies.
7. Collaborate with willing community partners.
8. Coordinate with Missoula County to reduce their collective carbon footprint.
9. Identify actions individuals and households can take to reduce their carbon

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footprint, to mitigate the impacts of climate change in their lives, to use sustainable practices, to adapt, and to achieve resilience.

10. Conduct meetings pursuant to the open meeting and public participation provisions of Montana State Law
11. 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.
12. Receive direction and report results to the Climate, Parks and Conservation Committee on a regular basis.
13. In considering all matters lawfully before it, the Team may at its discretion:
 - (a) Consult with city staff, City Council members, and other interested parties as technical advisors.
 - (b) Notice and host public meetings 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 perform its duties.

Article V – Membership

- A. The members of the Energy & Climate Team (Team) will be appointed by the City Council for renewable three-year terms.
- B. The Team will be comprised of seven adult voting members, two adult non-voting alternates, and up to five non-voting youth advisory members, and the Chair of the Climate, Parks, and Conservation Committee. The Climate, Parks, and Conservation Committee appoints qualified team members.
- C. Up to two alternates may be appointed If a voting Team member moves off the Team, the first alternate becomes a regular Team member. Alternates shall serve on the Team and vote in the absence of a regular member.
- D. Members should have demonstrated involvement or interest in local climate action, energy conservation, energy efficiency, renewable energy, climate mitigation or climate adaptation.
- E. 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 nineteen, or graduates high school, whichever is first, they must resign their youth advisory team position, but have a preference to any open adult team member positions.

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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's Climate, Parks and Conservation Committee in late April and May of each year.
- F. The Chair of the Climate, Parks, and Conservation Committee is the designated representative from the City Council on the Team. The Chair of the Climate, Parks, and Conservation Committee or their proxy is a voting member of the Team.
- G. 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.
- H. Absence from Meetings and Removal from Office
1. Each member of the Team shall notify the chair in advance of inability to attend a Team meeting.
 2. Absence from three consecutive regular meetings or absent 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.

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

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

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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 Climate, Parks, and Conservation Committee.
- B. Facilitators. The Climate, 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.
- F. Subcommittees & Ad Hoc Committees: 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 bylaws.

Article VIII – Conduct of Meetings

- A. Unless otherwise arranged, the order of business at regular meetings shall be:
 1. Call to Order
 - 1.1. Roll Call
 2. Approval of Minutes
 3. Announcements & Updates
 4. Public Comment on Items Not Listed on The Agenda
 5. Action Items


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6. Non-Action Items
 7. Team Member Comments
 8. 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 Action 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.
- D. The Team will follow the Montana constitution in particular Article II, Section 8 on the Right of Participation and Article II, Section 9 on the Right to Know. Further the Team will adhere to Title 2, Chapter 3 of Montana Code Annotated on the intent that “public boards, commissions, councils and other public agencies in this state exist to aid in the conduct of the peoples’ business.”

Article IX – Amendments

- A. Procedure
1. Any bylaw 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.

Missoula Energy & Climate Team



March 16, 2023

Chris Rowe, Chair

Date