



BY-LAWS

City of Columbia Climate Protection Action Committee (CPAC)



Article I: The Climate Protection Action Committee

Section 1. The official name shall be the City of Columbia Climate Protection Action Committee, hereinafter called "CPAC."

Article II: Mission and Purpose Objectives

Section 1. The mission of CPAC is to develop and advocate a vision and strategy for becoming a sustainable community in partnership with key stakeholders and other communities.

Section 2. The purpose of CPAC is to recommend and oversee the development and implementation of mission-based programs and projects.

Article III: Authority

Section 1. Take such action as is reasonably necessary and proper to develop and implement programs and projects to reduce greenhouse gases and encourage citizens to improve air quality, conserve water and energy, and increase recycling and waste reduction.

Section 2. CPAC may only act and communicate its actions in the manner authorized by these bylaws.

Article IV: Membership

Section 1. CPAC shall consist of eight appointees, one for each City Council seat and the Mayor, as well as one staff appointment. The term of an appointee shall be for three years. A member may be eligible for reappointment at the discretion of City Council. These appointees shall be considered the voting committee.

Section 2. Should the Mayor or a City Council member want to appoint more than one member, they may do so, but they must also designate one as a "voting appointee."

Section 3. The CPAC Chairman, who is appointed by City Council and may or may not be a City Council member, will also serve as a member of the Committee, as will the City's Sustainability Facilitator.

Section 4. Any vacancy shall be filled by City Council for the duration of the term.

Section 5. CPAC will select Advisory Members from local governments, environmental non-profits and other organizations as deemed appropriate. Select City staff members will also serve as advisory members.

Article V: Officers

- Section 1. The officers of CPAC shall consist of a chairperson, a vice-chairperson and a secretary.
- Section 2. The chairperson shall be appointed by City Council members. While the Chair appointee has traditionally been a City Council member when appointed, that decision is left up to City Council.
- Section 3. Annually, at the July meeting, CPAC's voting committee shall elect a vice chairperson, whose office will begin with the August meeting. Nominations may also be made from the floor. Contested elections shall be conducted by the chairperson.
- Section 4. The chairperson shall preside at all CPAC meetings and at other meetings called by CPAC. The chairperson shall call special meetings when required, and shall transmit reports, plans and recommendations to the appropriate governing authority, and in general, shall act as spokesperson for CPAC. The chairperson may appoint others to attend such meetings.
- Section 5. The vice chairperson shall serve as chairperson in the absence or the inability of the chairperson.
- Section 6. In the absence of both the chairperson and vice chairperson from a meeting of CPAC, the members present may elect a temporary chairperson for that meeting and proceed with the order of business.
- Section 7. The chairperson shall request a staff appointment to serve as secretary and staff assistant to the committee. In the absence of such a designee, the Sustainability Facilitator shall serve in this role. The secretary shall keep minutes and records of CPAC, prepare with the chairperson the agenda for regular and special meetings, provide notice of meetings, attend to CPAC correspondence and perform other duties assigned by the chairperson or normally carried out by a secretary.

Article VI: Meetings

- Section 1. At the beginning of the year, CPAC shall set the meeting schedule.
- Section 2. All meetings of CPAC shall be open to the public and all records of CPAC shall be public record, provided, nonetheless, that CPAC may utilize executive sessions.
- Section 3. Special meetings of CPAC may be called at any time by the chairperson, provided that at least 72 hours notice of the time of such meeting shall have been given to each member.
- Section 4. A majority of the voting committee membership shall constitute a quorum. A quorum shall be present before any business is transacted. Recommendations of the voting committee shall be approved by a majority of the voting committee.
- Section 5. Items of business to be discussed at the regular meeting shall appear on the agenda. Business that is not identified on the agenda may be considered under Other Business upon approval by a majority.
- Section 6. The chairperson, subject to these by-laws, shall decide all points of procedure unless otherwise directed by a majority of CPAC in session at the time.

Section 7. Should any member of CPAC or its ad hoc committees be financially or closely associated with any issue that comes before CPAC, said member shall disqualify him/herself from participating in considering the issue and shall not sit with CPAC during such consideration. A member of CPAC may raise the question of conflict of interest of another member regarding any issue before CPAC.

Article VII: Committees

Section 1 CPAC shall establish committees as it deems necessary to accomplish the purposes as stated in Article II, Section 2, hereof. The chair of any such committee shall be a CPAC appointee. Ad hoc committees may not take action except through CPAC.

Section 2 Committees shall include: 1) Land Use and Development; 2) Energy Use and Conservation; 2) Water Quality and Conservation; and 4) Recycling and Waste Reduction.

Article VIII: Attendance

Section 1. The voting committee may request the removal of any member who has two consecutive unexcused absences or is absent from a total of three meetings within a given calendar year.

Section 2. The minutes of CPAC meetings shall record members present and members absent.

Article IX: Amendment

These bylaws may be amended at any regular meeting of CPAC by an affirmative vote of the majority, constituting a quorum, provided that such amendment shall have first been presented to all members in writing at least ten days prior to the time the vote is taken and approved by City Council.

Adopted by the Committee this ____ day of _____.

Secretary

Accepted by City Council this ____ day of _____.

Drafted 03/09/2012
Presented to Environment and Infrastructure Committee 07/17/2012
Revised 08/07/2012
Approved by City Council 8/21/2012