

**BY LAWS
OF
CITY OF LAWRENCE SUSTAINABILITY ADVISORY BOARD**

ARTICLE 1. NAME

The name of the organization is the City of Lawrence Sustainability Advisory Board, hereafter referred to as the Board.

ARTICLE II. PURPOSE

The purpose of the Board is to promote environmental protection, and advocate for policies which support sustainability, including environmental protection, waste reduction, recycling, energy conservation and natural resource conservation within the City of Lawrence; to improve the quality of life by enhancing our efforts in these areas; to advise the City Commission on ways to improve in these areas; and, to establish mutually beneficial working relationships with city staff, other city advisory boards, local environmental and sustainability organizations and local businesses.

ARTICLE III. MEMBERSHIP

Section 1. The Board shall be comprised of ten (10) members.

Section 2. Membership is open to any person residing in the City of Lawrence, Kansas, who has been appointed by the City Commission.

Section 3. Board members are appointed by the Mayor to serve a three-year term. Board member may not serve over two consecutive terms. A partial term of eighteen (18) months or more shall count as a term for purposes of this section.

Section 4. Any person who misses two (2) consecutive or (3) cumulative meetings in a year without notifying the Board and/or staff shall be considered to have resigned from the Board. It shall be the duty of the Board Chairperson to notify such members of compulsory resignations. The person may appeal to the Board for an exception. Such exception shall require a majority of the Board.

Section 5. If a member of the Board is unable to attend a meeting, he/she must notify staff or Chairperson prior to the meeting.

ARTICLE IV. MEETINGS

Section 1. The meetings of the Board shall be held at such place in the City of Lawrence as shall be designated by the Board. Meeting locations and times shall be listed on the City's website. [<http://www.LawrenceRecycles.org>]

Section 2. The Board shall meet at least monthly on a day and time amenable to the Board unless a meeting is canceled by a vote at a previous meeting.

Section 3. Special meeting of the Board for any purpose or purposes may be called by the Chairperson of the Board or by four (4) members of the Board. The business transacted at any special meeting must be given to each member by mail, telephone, facsimile, email or other electronic means. The notice requirement may be waived if all members of the Board agree in writing to such waiver.

Section 4. Five (5) of ten (10) voting members of the Board, present in person, shall constitute a quorum of the Board. Official business of the Board cannot be conducted without a quorum of the Board. No meeting will be dismissed due to lack of quorum until at least 30 minutes after the stated meeting time.

ARTICLE V. OFFICERS

Section 1. The officers of the Board shall be a Chairperson, a Vice Chairperson, and a Secretary.

Section 2. The officers of the board shall be elected by the Board for one (1) year, or until the election and qualification of their successors. This election will take place at an annual meeting of the Board in December.

Section 3. The Chairperson shall set the agenda; distribute the agenda and supporting documents to each Board member at least seven (7) days prior to the meeting; preside at all meetings of the Board; execute the plans and policies of the Board, and perform such other duties as the Board may prescribe.

Section 4. The Vice Chairperson shall perform the duties and exercise the powers of the Chairperson in the absence or disability of the Chairperson. The Vice Chairperson shall also perform such other duties as the Board may prescribe.

Section 5. The Secretary coordinate with staff to ensure that minutes are kept of all proceedings and that all votes are recorded. Copies of all correspondence and other records shall be maintained and distributed by staff as appropriate. The Chairperson may direct the Secretary to perform other duties as may be prescribed by the Board.

Section 6. If an officer resigns, or cannot serve out his/her term for any reason, a replacement shall be elected by the Board at the next meeting. The newly elected officer will serve until the next regular election.

Section 7. No person may hold more than one office at a time.

Section 8. No person may hold the same office for more than three (3) consecutive one year terms. A partial term of six (6) months or more shall count as a term for purposes of this section.

ARTICLE VI. EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of the Chairperson, Vice Chairperson, and Secretary.

Section 2. Meetings of the executive Council may be called by the Chairperson or upon written request by any member of the Executive Council

Section 3. Two-thirds (2/3) of the members of the Executive Council shall constitute a quorum for the transaction of business. If at any meetings there is not a quorum present, the members of the Council present must adjourn the meeting until a quorum is present.

Section 4. Meetings of the Executive Council shall be held at a place in the City of Lawrence determined by the Chairperson.

Section 5. The Executive Council shall execute the plans and policies adopted by the Board. The Executive Council shall recommend plans and policies to the Board. The Executive Council may act on the Board's behalf if action is needed between Board meetings and there is not time to call a special meeting of the Board.

ARTICLE VII. RULES OF ORDER

Procedures not specifically described in these by-laws shall be as described in the latest readily available revision of Robert's Rules of Order.

ARTICLE VIII. AMENDMENTS

These by-laws may not be altered, amended or repealed except by a 2/3 majority of those present at a meeting called for that purpose. At least thirty (30) days notice of such meeting must be given to each member of the Board. This notice must include the proposed alteration, amendment or repeal to be considered at said meeting.