

**TOMPKINS COUNTY CLIMATE AND SUSTAINABLE ENERGY ADVISORY BOARD
BYLAWS**

Approved by advisory board April 2, 2020

Article I. Name

The official designation shall be the Tompkins County Climate and Sustainable Energy Advisory Board, abbreviated CaSE, and herein called the “CaSE Board.”

Article II. Purpose

The purpose of the CaSE Board shall be to provide the Tompkins County Legislature expertly curated information on legislative and regulatory initiatives, and successful community programs, relating to energy and climate change, as well as emerging energy efficiency, renewables, and climate adaptation technologies.

Article III. Powers and Duties

The role of the CaSE Board includes the following:

1. To act as a resource to the Legislature, through the Planning, Energy, and Environmental Quality Committee, and the Commissioner of Planning and Sustainability on matters related to energy, technologies and their impact on climate, and energy-related economic development planning and development.
2. To provide timely information about legislative and regulatory initiatives, as well as actions and programs initiated by utilities, that may impact the energy sector, and to make recommendations with respect to how the County should respond, either through resolution or lobbying efforts.
3. To provide information and recommendations about developments in sustainable energy, building technology, and innovative community programs that may assist the County in reaching the greenhouse gas emissions goals set by the Climate Leadership and Community Protection Act as well as the goals set in the 2019 update of the County’s Energy Strategy.
4. To facilitate energy and climate change-related planning activities on a cooperative countywide and regional basis, especially where issues reach across municipal boundaries.
5. To advise the Legislature and Commissioner of Planning and Sustainability on when and how to assess the potential impacts of major energy and climate change-related County programs on the County’s infrastructure, financial and human resources, and Comprehensive Plan.
6. To provide assistance and recommendations, as requested, to the Legislature and/or assist and advise the Commissioner of Planning and Sustainability on the development of the energy and climate change aspects of the department’s Work Program and staffing, advising on the direction and priority of project activities, and providing proactive planning support.
7. To assist the County, its departments, and other agencies with specific energy and climate change planning tasks as directed by the County Legislature and/or the Commissioner of Planning and Sustainability.

Article IV. Membership

Section 1. Voting Membership

The voting membership shall consist of up to nine persons duly appointed by the County Legislature. The members of the CaSE Board shall serve two-year terms. The appointed liaison from the County Legislature is not a voting member.

Section 2. Attendance

Per Section 2.20 of the County Charter, when a voting member holding office appointed by the County Legislature fails to attend three consecutive regular meetings, unless the absence is for good cause and is excused by the Chair of the CaSE Board, the office may be deemed vacant by action of the County Legislature for the purposes of the nomination and appointment of a successor.

Section 3. Ex Officio Members

One or more non-voting, ex officio members may be appointed to the CaSE Board by agreement of the CaSE Chair, the Commissioner of Planning and Sustainability, and the Legislative Liaison to the CaSE Board.

Article V. Officers

Section 1. Chair

The CaSE Board Chair shall be elected at the annual meeting by the CaSE Board's voting membership. The duties of the Chair are to:

1. Serve as primary representative of the CaSE Board;
2. Establish meeting agendas in consultation with staff and Legislative Liaison;
3. Preside at CaSE Board meetings;
4. Call special meetings, as needed, or cancel a scheduled meeting, if deemed necessary;
5. Appoint committees as appropriate, subject to majority approval of the members of the CaSE Board; and
6. Direct correspondence for the CaSE Board.

Section 2. Vice-Chair

The CaSE Board Vice-Chair shall be elected annually by the CaSE Board's voting membership. The duty of the Vice-Chair is to serve as Chair pro tem in the absence of the Chair, or, in the event of a vacancy, until the CaSE Board elects a new Chair.

Section 3. Nominations

A Nominating Committee, chaired by a voting member of the CaSE Board and consisting of not fewer than three voting members, none of whom shall be an officer, shall be appointed by the CaSE Board Chair. The Nominating Committee shall report to the CaSE Board on nominees for officers. Nominations may also be made from the floor.

Section 4. Terms of Office

Officers shall hold office for one year or until their successors are chosen.

Article VI. Meetings

Section 1. Formal Meetings

A formal meeting schedule shall be established at the CaSE Board's annual meeting. The CaSE Board shall meet monthly.

Section 2. Annual Meeting

The first meeting of the CaSE Board after January 1st shall be considered the annual meeting.

Section 3. Special Meetings

The Chair shall be empowered to call a special meeting with written (which includes email) notification at least five days in advance. The Chair shall call a meeting at the written request of five voting members.

Section 4. Focused Discussion Meetings

The Chair shall be empowered to call Focused Discussion meetings or to schedule them in advance at the start of each calendar year. The Chair may appoint another voting member of the CaSE Board to chair these meetings, as desired. Focused Discussions will be less formal in nature and will not count toward absences of members, nor will they have formal written minutes. All members will be invited to participate, and it will be at the Chair's discretion whether to invite others to actively participate in the discussion.

Section 5. Conduct of Meetings

The CaSE Board shall abide by the Policies and Procedures of Tompkins County Government, Policy Number 08-30. In the conduct of meetings and the transaction of CaSE Board business, the Chair shall follow the most recent edition of *Robert's Rules of Order*. In the event of a conflict between *Robert's Rules of Order* and these Bylaws, these Bylaws shall take precedence.

Section 6. Quorum

A quorum for the transaction of business by the CaSE Board shall mean a majority of the total number of a duly constituted body as if there were no vacancies.

Section 7. Voting

Action by the CaSE Board, except for amendment of the Bylaws, shall be by majority vote of the attendees, but only if a quorum is present. Proxy voting shall not be permitted. The CaSE Board may, without a quorum being present, pass by a majority of the voting members present a resolution known as a "sense of the body resolution," which shall specifically state in the resolution that it represents the action of a majority of the members present in the absence of a quorum.

Section 8. Minutes

The CaSE Board shall keep minutes of all formal and special meetings. Draft minutes shall be available within 10 working days after each meeting.

Section 9. Canceling Meetings

The Chair shall be empowered to cancel a meeting of the CaSE Board if deemed necessary.

Article VII. Committees

Section 1. Appointment; Membership

The Chair of the CaSE Board may establish committees as appropriate, subject to approval of the full CaSE Board. Each committee shall be appointed by the Chair and shall consist of at least three voting members of the CaSE Board and may include non-members, as long as there remain more voting CaSE Board members than others on each committee. Committee chairs must be voting members of the CaSE Board and shall be appointed by the Chair of the CaSE Board.

The CaSE Board may appoint associate members for special projects. Such members may serve and vote on committees. Prospective associate members shall submit to the Chair of the CaSE

Board correspondence (which includes email) outlining which committee they are interested in serving on and why they believe their contributions would be valuable. It shall be at the discretion of the respective committee whether to add the interested party as an associate member. Alternatively, the Chair, upon recommendation of the CaSE Board, shall invite people with particular expertise and strengths to serve as associate members.

Section 2. Terms of Committees

Committees will be temporary in nature. Each committee shall be established for one year or until the assigned task is completed.

Section 3. Reports

All committees shall be responsible for reporting to the CaSE Board. Each committee shall keep the CaSE Board informed of its meeting schedule, shall keep a record of its meetings, and shall make reports to the CaSE Board of its current and future planned activities from time to time.

Article VIII. Adoption

These Bylaws shall become effective upon approval by the County Legislature.

Article IX. Amendment of Bylaws

All proposed changes are to be presented at the meeting prior to the meeting at which the proposed changes will be voted upon. Prior to voting, all members of the CaSE Board will be notified in writing of the proposed changes and a two-thirds vote of the authorized voting membership is required for approval of changes. Amended bylaws are subject to adoption by the County Legislature.