

City of Urbana

Sustainability Advisory Commission

By-Laws

Background

On May 5, 2008, Ordinance No. 2008-04-030 Establishing a Sustainability Advisory Commission for the City of Urbana was passed by City Council. The Mayor introduced the ordinance to create a means to involve Urbana citizens in working on the issue of sustainability.

1. Definitions of Terms

- “Sustainability” means progress that meet the needs of the present generation without risking the ability of future generations to meet their needs. In a practical sense, this means supporting environmental, social, and economic wellbeing.
- “SAC” means the City of Urbana Sustainability Advisory Commission.
- “Commission” means a public body assigned certain duties.
- “Ordinance” means a law defined by a city government.
- “Natural Resources” means resources that exist without any actions of humankind including but not limited to energy and water.
- “Ecosystem Services” means the vital resources and services provided by healthy ecosystems, include healthy soil, clean water, quality food, clean air, temperature regulation, and more.
- “JEDI” means Justice, Equity, Diversity, and Inclusion
- “Quorum” shall mean the minimum number of SAC members who must be present in order for the SAC to legally meet for the purpose of discussing public business and voting on agenda items in accordance with the Illinois Open Meetings Act.

2. Purpose of By-Laws

The purpose of the by-laws is to maintain a written list of procedures that the SAC can refer to when performing its duties.

3. Responsibilities and Goals of the SAC

“The purpose of the Commission is to assist the Mayor and City Council in identifying the highest priorities for city government and citizens to achieve sustainable management of natural resources – water and energy in particular – and shall recommend to the Mayor and City Council goals to achieve and workable means to reach goals.” (Urbana Ordinance No. 2008-04-030)

Other duties of the SAC may include:

- a) Provide a space for public engagement where input can be given and feedback heard and considered regarding sustainability-related issues.

- b) Review and make recommendations about sustainability issues that impact City operations and plans.
 - c) Seek relationships and partnerships within the community on common sustainability efforts.
 - d) Develop and host educational and public outreach events and programs to improve the public's understanding of sustainability and encourage sustainable practices.
 - e) Support the City in seeking internal and external resources (e.g. grants and incentive opportunities) to support the implementation of the City's sustainability goals.
4. Commitment to support JEDI in Urbana's mission of sustainability.
1. The SAC is committed to growing and encouraging a culture of JEDI. We value and celebrate the differences that make our community unique and vibrant. Our diversity makes the City of Urbana strong and more sustainable for all inhabitants. At all times, the SAC will work towards equity in all we do.
 2. The SAC considers JEDI valuable to environmental work; and JEDI are also valuable in advancing the City's goal for achieving long-term environmental sustainability that reflects and serves the needs of Urbana's diverse population.
 3. To advance JEDI, the SAC will strive to:
 - Promote diversity and diverse input among its members.
 - Build long-term relationships and partnerships with underrepresented communities to listen and address their needs, as identified by the communities.
 - Integrate JEDI into setting the priorities of the SAC and guiding its operation.
 - Set goals for JEDI that are actionable and measurable.
 - Allocate sufficient time for SAC to report on and evaluate SAC projects and to develop and carry out education and outreach efforts.
 - Promote inclusivity and accessibility with the public, by alleviating barriers due to language, transportation, cost, social exclusion, or any other barrier to access and inclusion within the SAC and the City of Urbana.

5. Membership of the SAC

The SAC shall consist of seven (7) voting members. The Mayor will appoint members, with approval of City Council. Voting members shall include City of Urbana residents who have experience, expertise, or interest in the areas of sustainability and environmental management of natural resources. From time to time, the Mayor may appoint and City Council may approve the appointment of one (1) resident of the City of Urbana to the SAC who has passed the age of 14 but who has not reached the age of 18. This Youth member will not have the authority to vote on any matter considered by the SAC which may bind the SAC, the City or any of its departments but may vote on motions to make recommendations to the Mayor or City Council

that are non-binding. This member shall have a one (1) year term renewable by Mayoral appointment and which will end upon the member's 18th birthday.

The SAC leadership shall consist of a Chair and a Vice-Chair selected by the Mayor among the members of the SAC. The Chair shall preside over all meetings and deliberations of the SAC and may vote on all matters before the SAC. The Vice-Chair shall perform all duties of the Chair if the Chair is absent or unable to act in their position for any other reason.

5.1 Terms of Office

Voting members shall serve three (3) year terms and may be reappointed for additional terms. Vacancies occurring for reasons other than expiration of terms shall be filled by the Mayor as they occur for the period of time of the unexpired term.

5.2 Removal of Members

A member of the SAC may be removed by the Mayor for good cause.

5.3 Regular Meetings

Meetings will be held at 7:00 p.m. on the first Tuesday of the month in City Council Chambers, or an alternate day in the month, at a different time or location decided upon by the majority of the voting members. All meetings shall be conducted according to Roberts Rules of Order and shall be subject to the Illinois Open Meetings Act. Notice of meetings shall be given as required by the law.

5.4 Quorum and Voting

All actions shall be decided by a majority vote of the voting members in attendance, a quorum being present. Four (4) voting members shall constitute a quorum.

5.5 Attendance

It is expected that members appointed to the SAC will regularly attend its meetings. A member who will be unable to attend a regular meeting shall contact the Chair or Public Works staff as soon as possible before the scheduled meeting and indicate the general reason for being absent. The SAC will be notified of the absence and reason at the beginning of the meeting. Any appointed member of the SAC who is absent from three (3) consecutive meetings may be replaced by the mayor for the remainder of that term. Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS120/7(c) which states in part:

If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of the following:

- (1) personal illness or disability;
- (2) employment purposes or partaking in the business of another public body; or

(3) a family or other emergency.

If a member requests to attend the meeting by video or telephone conference, he or she must notify the staff to the SAC before the meeting, unless advance notice is impractical.

A member attending a meeting by video or telephone where a quorum of the members of the SAC is physically present, may cast votes.

6. Public Input

Public input at the SAC will follow City of Urbana Code on public input.