

**CITY OF AVON LAKE  
ENVIRONMENTAL AFFAIRS ADVISORY BOARD  
BY-LAWS**

**ARTICLE I. Name**

The name of this advisory board shall be the Environmental Affairs Advisory Board, hereinafter referred to as the EAAB.

**ARTICLE II. Role of the EAAB**

The role of the EAAB is to study and advise courses of action which the Environmental Committee of the Avon Lake City Council may take on environmental issues that affect the City of Avon Lake; and to study, investigate and report its findings and recommendations on other environmental issues at its regularly scheduled meetings. All in accordance with the terms of Chapter 274 of the Avon Lake Ohio Code of Ordinances, a copy of which shall be provided to each member at the time of appointment together with these by-laws.

**ARTICLE III. Purpose and Duties of the EAAB**

The EAAB shall seek, as its general goal, to create and foster a positive, responsible, cooperative and continuous effort between industry and residents of the City, to educate the Council and administration and residents of the City on important environmental issues and to establish and make appropriate recommendations to Council for enforcement of land, air and water pollution control programs. The EAAB shall also investigate every reasonable means available to it to inform and educate its members relative to the problems and possible solutions of land, water and air pollution and control in small communities of similar size to the City. Specific duties of the EAAB include:

- (a) To study and advise courses of action that the Environmental Committee of City Council may take to formulate and promote general and broad codes of land, air and water pollution control for the City; and
- (b) To study and investigate other environmentally related concerns and issues of importance to the Council and residents of the City and to report its findings and make appropriate recommendations to Council and residents of the City at the regularly scheduled meetings of the EAAB.

**ARTICLE IV. Membership**

1. The EAAB shall consist of fourteen (14) voting members to be appointed by the Avon Lake City Council upon recommendation of the Environmental Committee for terms of two years each.
2. Six (6) members of the EAAB shall be employees or representatives of industrial concerns located within the City and they need not be residents of the City. They shall be

selected because of their knowledge, technical capability or interest in matters relating to air and/or water pollution and for their ability to competently represent both their own industry and industry in general, which is located in the community.

3. The other eight (8) members of the EAAB shall be resident members. During the term of their membership they shall be residents of the City and shall hold no other elective or appointed office in the City administration. These members shall be selected for their knowledge, technical ability or mere genuine interest in matters related to air and/or water pollution in the City. They shall not be employees of industrial concerns located in the City.
4. The Chairperson of the Environmental Committee of Council and the Mayor shall serve as ex officio members of the Board. That is they may attend meetings of the EAAB but have no voting power.
5. Any member vacancy on the EAAB shall be filled at the earliest convenience by the Avon Lake City Council. A member vacancy in the office of the Chairperson shall be filled automatically by the Vice-Chair at the time of the vacancy.
6. The EAAB may recommend by majority vote to the Environmental Committee for recommendation to and action by Council for the removal of a member of the board for absence without justifiable excuse for three consecutive meetings of the EAAB. Notification of potential dismissal will be mailed by the Chairperson to the EAAB member following a second unexcused absence. An absence without justifiable excuse occurs when a member fails to attend a meeting of the EAAB and his or her absence is not excused by a majority vote of the EAAB, which shall be taken prior to business going forth at that meeting.

#### ARTICLE V. Meetings and Voting

1. Monthly meetings. Regular meetings of the EAAB shall be held on the first Wednesday of the month at 6:00 p.m. at the Lake House, or as otherwise announced. All meetings are open to the public and shall be conducted in accordance with these by-laws and Roberts Rules of Order, Newly Revised.
2. Special Meetings. Special meetings may be requested by the Chairperson, or by a majority vote of the EAAB. Such special meetings shall be held at such place, date, and hour as may be designated by the person or persons authorized herein to call such meeting. Written or phone notice of such a meeting shall be given by the Chairperson to the EAAB members at least five (5) days and not more than twenty-one (21) days prior to the meeting. Public notification of at least 24 hours shall be given for such meetings. No business shall be transacted except those items specified in the notice for the special meeting.
3. Quorum. A quorum shall consist of a majority of the current voting members on the

EAAB, not a majority of those present. A quorum is required for the transaction of business at any regular or special meeting.

In the event a quorum is not present at any meeting, the members may adjourn and the meeting may be rescheduled at a later date with required notice. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the EAAB. If a quorum is initially present at a meeting, and a member or members leave the meeting and the number of members drops below the number required for a quorum, the group can accept a motion to adjourn but they cannot conduct any official business until the quorum requirement is again fulfilled.

4. Voting. Each member is entitled to one vote, with voting governed by parliamentary procedure according to Robert's Rules of Order.
5. Inclement Weather. Scheduled meetings of the EAAB may be canceled due to inclement weather by the Chairperson. Members and the media shall be notified as soon as possible.

#### ARTICLE VI. Officers and Compensation

1. Officers. The EAAB shall elect from their members a Chairperson and Vice-Chairperson at the last meeting of the current calendar year. Officers shall serve for one year or until their successors are elected within such year. Re-election of current officers the following year is permissible.
2. Chair. The Chairperson shall preside at all meetings of the Board and shall have the duties and powers normally invested in the office of Chairperson. He/she shall enforce all by-laws and regulations of the EAAB. He/she shall be the official spokesperson for the EAAB.
3. Vice Chairperson. The Vice Chairperson shall carry out the Chairperson's duties in case of absence, incapacity, or resignation of the Chairperson.
4. Compensation. No member of the EAAB shall receive compensation from the City for his or her service, but expenses incurred while on the business of the EAAB may be paid by the City, subject to approval by Avon Lake City Council.

#### ARTICLE VII. Staff Support

The Director of Finance or his or her designee shall serve as Secretary to the EAAB. He/she shall have the charge of recording, drafting and distributing minutes of all EAAB meetings, as well as all other matters which a record shall be ordered by the EAAB. Meeting minutes should be sent to all EAAB members within two (2) weeks of a meeting for review and comment. Upon approval at a regularly scheduled EAAB meeting, the Secretary shall post the meeting minutes to the City website within two (2) weeks following approval. The Secretary shall also be responsible for correspondence, notifying members of meetings, elections and all other important

information. He/she shall keep a roll of the members of the EAAB with names, addresses and phone numbers.

ARTICLE VIII. Duties of the EAAB Members

1. Management of business. The Environmental Affairs Advisory Board shall have general supervision and control of the business and affairs of the Environmental Affairs Advisory Board. Minutes will be kept at all EAAB meetings.
  - a) Research/Investigative Entities may be formed as necessary with any of the EAAB members acting as Chairperson. Membership may be open to non-Environmental Affairs Advisory Board members as deemed advisable.
  - b) The EAAB shall prepare an annual report to the Environmental Committee of the Avon Lake City Council on its activities, accomplishments, and goals and objectives. This report shall be prepared at each year's end.
  - c) An annual meeting may be held the first of the year with members of the EAAB and the Environmental Committee of the Avon Lake City Council. With the assistance of the Environmental Committee, the EAAB shall thereafter set the year's agenda. .

ARTICLE IX. Amendments

The EAAB shall have the power to amend these by-laws as may seem expedient, subject to approval by the Environmental Committee of the Avon Lake City Council. Amendments to these by-laws may be voted on at any regular or special meeting where a quorum is present and passed by a majority of the current voting membership. No amendment shall be adopted unless a copy of such proposed amendment has been included in or enclosed with notice of such meeting. The EAAB shall not have the power, however, to pass any by-laws that would alter the status of the EAAB.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2009

ENVIRONMENTAL AFFAIRS ADVISORY BOARD

By: Rita George, Chairperson

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2009

ENVIRONMENTAL COMMITTEE, CITY COUNCIL

By: Jennifer Fenderbosch, Chairperson