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RESOLUTION NO.: R-2024-023

*Adopting the By-Laws of the Climate Protection Action Committee  
Last Revised July 29, 2023*

BE IT RESOLVED by the Mayor and City Council this 2<sup>nd</sup> day of April, 2024 that the attached By-Laws of the Climate Protection Action Committee, Last Revised July 29, 2023 are hereby adopted.

Requested by:

Councilmember Bussells

Approved by:

  
City Manager


Approved as to form:

  
City Attorney

Introduced: 4/2/2024

Final Reading: 4/2/2024

Mayor



ATTEST:

  
City Clerk

## **BY-LAWS**

### **Article I: The Climate Protection Action Committee**

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

### **Article II: Mission and Purpose Objectives**

Section 1. The mission of CPAC is to develop and advocate for effective strategies to mitigate greenhouse gas emissions, adapt to climate change, conserve natural resources, and otherwise protect the environment at a City level, while also fostering an improved quality of life for the citizens of the City of Columbia.

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

### **Article III: Authority**

Section 1. CPAC shall advise the City of Columbia City Council and City Staff on the necessary steps to develop and implement programs and projects that it deems necessary to accomplish the mission as stated in Article II, Section 1, hereof.

Section 2. CPAC shall advise the residents of the City of Columbia of its actions and engage citizens to ensure responsiveness to public needs.

Section 3. CPAC may only act and communicate its actions in the manner authorized by these By-Laws.

### **Article IV: Membership**

Section 1. CPAC shall consist of Appointees. Appointee residency requirements, as well as the application and/or on-boarding processes for Appointees shall be per the current approved version of the City of Columbia Boards & Commissions Handbook at the time of application

and/or appointment. Such processes shall be facilitated by the Staff Liaison

Section 2. CPAC shall consist of eleven (11) Appointees. Appointees are approved by City Council and the date of their official appointment approval marks the beginning of their term. The term of any all Appointees shall be three years and shall be subject to the conditions of the current approved version of the City of Columbia Boards & Commissions Handbook. At the completion of their first term, an Appointee is eligible for reappointment for a second three-year term at the discretion of City Council. At the completion of their second and final term, an Appointee may continue as a general public committee member at the discretion of the Appointees. The City Liaison to CPAC will maintain a calendar of the terms of all Appointees.

Section 3. Appointees may at any time, for any reason or no reason, tender their written and signed resignation to the City Liaison.

#### **Article V: Officers**

Section 1. The Officers of CPAC shall consist of three elected Appointees, a Chairperson, a Vice-Chairperson, and a Secretary.

Section 2. Annually, at the January monthly meeting, the Appointees shall elect from within their ranks by a majority vote a Chairperson, Vice-Chairperson, and Secretary whose offices will begin with the February monthly meeting. If an Officer's term extends beyond the final date of their appointment or if an Officer resigns mid-term, an election will be held to fill the vacant Officer position.

Section 3. The Chairperson shall preside at all monthly CPAC meetings and at work sessions and other special meetings called by CPAC. The Chairperson shall call work sessions and 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 act as Spokespersons to represent CPAC at meetings when necessary.

Section 4. The Vice-Chairperson shall serve as Chairperson in the absence or the inability of the Chairperson.

Section 5. The Secretary shall work with the City Liaison to CPAC to maintain term calendars and assist with parliamentary procedures.

Section 6. In the absence of both the Chairperson and Vice-Chairperson from a meeting of CPAC, the Secretary will act as a temporary Chairperson for that meeting and will proceed with the order of business so long as a quorum is present.

Section 7. The City of Columbia Sustainability Facilitator shall serve as the City Liaison to CPAC. The City Liaison 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, maintain meeting calendars and Appointee term calendars, maintain Appointee attendance records, and perform other duties as requested by the Chairperson.

#### **Article VI: Meetings**

Section 1. Each year at the January monthly meeting, the Appointees shall approve the annual meeting schedule with one regular meeting being held each month.

Section 2. All meetings of CPAC shall be open to the public and all records of CPAC (meeting recordings, meeting minutes, etc.) shall be public records, provided, nonetheless, that CPAC may utilize executive sessions. Executive sessions will be limited to Appointees, the City Liaison to CPAC, and necessary City of Columbia Employees. Meeting

minutes will be uploaded to the CPAC website for public access in a timely manner by the City Liaison to CPAC.

- Section 3. Special meetings of CPAC may be called at any time by the Chairperson, provided that notice of at least twenty-four (24) hours shall have been given to each Appointee.
- Section 4. For the purposes of all CPAC business, the presence of a majority of current Appointees shall constitute a quorum unless noted otherwise within these By-laws. A quorum shall be present before any official CPAC business is transacted.
- Section 5. Items of business to be discussed at the scheduled meeting shall appear on the agenda. Business that is not identified on the agenda may be considered under Other Business.
- Section 6. The Chairperson, subject to these By-Laws, shall decide all points of procedure unless otherwise directed by a simple majority of the present Appointees.
- Section 7. Should any Appointees of CPAC or its ad-hoc committees be financially or closely associated, either personally or professionally, with any issue that comes before CPAC, said Appointee shall identify themselves to the assembled group and consider recusing themselves from participating in discussing and/or voting upon the issue. An Appointee, the City Liaison, or a City of Columbia Employee may raise the question of conflict of interest of another Appointee regarding any issue before CPAC. Upon full, public disclosure of the conflict of interest and consideration of the best interest of CPAC and its mission, a simple majority of present Appointees, not including the Appointee in question, will vote to determine whether the affected Appointee must recuse themselves from any discussion and/or voting.

## **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. Committee members are not required to be Appointees but may serve because of their specific expertise or interest. Ad-hoc committees shall report to the Chairperson and may not take action except as authorized by CPAC per these By-Laws.

#### **Article VIII: Attendance**

Section 1. Attendance of Appointees is expected at all monthly meetings and shall be subject to the conditions of the current version of the City of Columbia Boards & Commissions Handbook. Attendance of Appointees at all work sessions, special meetings, committee meetings, etc. is highly encouraged. Appointees should alert the Chairperson and City Liaison in writing if they require an excused absence from an upcoming meeting.

Section 2. The minutes of CPAC meetings shall record Appointees as present, excused absence, or unexcused absence.

Section 3. An Appointee will be automatically terminated for three (3) consecutive unexcused absences from monthly meetings or for excused and/or unexcused absences from 50% or more of all regular meetings in a six (6) month period per the current version of the City of Columbia Boards & Commissions Handbook.

#### **Article IX: Amendment**

Section 1. These By-Laws may be amended at any regular meeting of CPAC where a quorum is present by an affirmative vote, provided that such amendment shall have first been presented to all Appointees in writing at least forty-eight (48) hours prior to the time the vote is

taken. All amendments must be approved by City Council and will take effect when so approved.

Revised 7/29/2023