

**BY-LAWS
CITY OF NORTHFIELD
ENVIROMENTAL QUALITY COMMISSION**

ARTICLE I – THE COMMISSION

Section 1. Name of Commission. The name of the Commission is the Environmental Quality Commission, sometimes also known as “EQC,” and the “Commission.”

Section 2. Authorization. The Environmental Quality Commission is Authorized by Chapter 22 Section 26 of the Ordinance Code of the City of Northfield.

Section 3. Purpose. The Commission acts in an advisory capacity to the City Council regarding concerning environmental quality and natural resources and on the implementation of the environmental policies.

Section 4. Membership. The Commission consists of seven (7) voting members appointed by the Mayor with the consent of the City Council for three (3) year terms, which are staggered. A member wishing to be reappointed for a subsequent three-year term must complete the proper application form and submit it to the City in order to be considered for reappointment.

Section 5. Non-Voting Members. Any ex-officio member of the Commission from the City Council or from the community shall have no voting privileges but may participate in discussions of the Commission.

Section 6. Resignation. Any member wishing to resign from the Commission shall give a written notice of resignation to the Mayor and to the Commission Chair. The Commission Chair shall present the resignation to the Commission at its next meeting.

Section 7. Conflict of Interest. No member of the Commission shall use City property, funds or contract for personal use or profit.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Commission shall be a Chair, a Vice-Chair, and a Secretary. The Chair and the Vice-Chair shall be voting members of the Commission and shall be elected annually, provided that the Vice-Chair shall be deemed elected and shall serve as Chair in the year following election as Vice-Chair. The Secretary shall be a non-voting staff person designated by the City and affirmed to serve as Secretary by the Commission, provided that if the Secretary is not available to keep minutes at a meeting of the Commission, a voting Commission member shall be appointed by the Chair to act as Secretary and to keep the minutes of that meeting.

Section 2. Election of Officers. At the last meeting of the Commission in each calendar year, the Chair shall open the floor for nominations for the offices of Vice-Chair and Secretary in the upcoming year. Election of officers shall occur at the first meeting of each calendar year.

Section 3. Chair. The Chair shall preside at all meetings of the Commission, appoint all sub-committee members, assist in developing meeting agendas and perform all other duties of the presiding officer.

Section 4. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In the event that a vacancy of the Chair occurs, the Vice-Chair shall become the Chair for the remainder of the vacant term and shall continue to serve as the Chair through the term the Vice-Chair would normally succeed as Chair.

Section 5. Vacancies. Should the office of Chair and Vice-Chair become vacant at the same time, the Commission shall elect successors at the next regular meeting, or at a special meeting called for such purpose,

and such elections shall be for the unexpired terms of each office, provided that the Vice-Chair so elected shall take the office of the Chair in the following year.

Section 6. Additional Duties. The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or the by-laws or rules and regulations of the Commission.

ARTICLE III – MEETINGS

Section 1. Regular Meetings. Regular meetings of the Commission shall be held as prescribed by resolution, which resolution shall state the days, time and usual location of all regular meetings. The chairperson may call special meetings of the Commission and must do so upon the request of four voting Commission members or at the request of the council. Notice of all meetings of the Commission shall be given in compliance with the law.

Section 2. Attendance. Commission members shall attend all regular and special meetings. Members shall report to the City Staff Liaison when they will be absent from a meeting. The Commission may recommend to the City Council that a member be dismissed from the Commission if three or more successive meetings are missed without adequate justification.

Section 3. Special Meetings. Special meetings may be called by the Chair or any three (3) members of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting other than an emergency meeting must be delivered to each Commission member at least three (3) days before the date of such meeting. If the call is mailed to Commission members, it must be mailed at least six (6) days before the date of such meeting. If a special meeting is needed on an emergency basis because of circumstances which in the judgment of the Commission require immediate consideration, notice of the meeting by telephone or other means shall be given to Commission members as soon as is reasonably practicable. In the case of any special or emergency special meeting, notice of the meeting shall be posted, mailed, and/or published or otherwise delivered as required by State law. At any such meeting, no business shall be considered other than as designated in the call, provided that if at least four (4) members of the Commission are present at a special meeting, which is not an emergency meeting, any and all business may be transacted by the Commission.

Section 4. Quorum. Four (4) members of the Commission shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Commission and for all other purposes, provided that a smaller number may adjourn from time to time until a quorum is present. When a quorum is in attendance, action may be taken by the Commission upon a vote of majority of the members present.

Section 5. Adoption of Resolutions. Resolutions of the Commission shall be deemed adopted if approved by not less than a simple majority of all voting members present, unless a different requirement for adoption is prescribed by law. Resolutions do not need to be read aloud prior to a vote being taken thereon and but must be executed upon passage.

Section 6. Rules of Order. The meetings of the Commission shall be governed by the most recent edition of Robert's Rules of order, unless such Rules are suspended by consent of the Commission.

ARTICLE IV – AMENDMENT OF THE BY-LAWS

Section 1. Procedure. The By-Laws may be amended by the Commission by a two-thirds vote of all voting members, provided that notice of the proposed amendment was mailed to each member at least one week prior to the meeting at which the vote was taken. All amendments shall be effective immediately after the vote, unless a different effective date is specified in the resolution proposing the amendment.