

BYLAWS, PRACTICES AND PROCEDURES THE CITY OF McCall ENVIRONMENTAL ADVISORY COMMITTEE

ARTICLE I ESTABLISHMENT

Section 1. Establishment:

The City of McCall Environmental Advisory Committee (hereinafter called the Committee) is established by authority of Idaho Code. The office shall be located in the McCall City Hall Building at 216 E. Park Street, McCall, ID 83638. Telephone (208) 634-7142

ARTICLE II MEMBERSHIP AND OFFICERS

Section 1. Membership:

The Committee shall consist of five (5) voting members appointed by the City Council. The term of office for each appointive member shall be three (3) years. Each member may serve no more than 2 consecutive terms. Committee members need not be a resident of the City of McCall.

Section 2. Officers, Number, Qualifications and Duties:

The officers of the Committee shall be a Chairperson and a Vice-Chairperson. The Chairperson shall be elected by and from among the members of the Committee. The member of the Committee most senior in longevity (not including the Chairperson) shall be designated as and serve as Vice Chairperson. The duties of such officers shall be such as are usually performed by such officers in similar organizations and as defined by the parliamentary authority adopted by the Committee in Article IV, Section 1, of these Bylaws, as well as the following:

- A. Chairperson:
 - 1. Preside at all meetings of the Committee.
 - 2. Sign documents of the Committee.
 - 3. Assure that all actions of the Committee are properly taken.
 - 4. Make Committee appointments as required.

- B. Vice-Chairperson:
During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all the responsibilities of the Chairperson.

Section 3. Election and term of Office, Vacancies:

Officers shall be elected by majority vote of the members of the Committee annually at the first Committee meeting of each calendar year, and shall serve a term of one year or until their successors are elected. Vacancies in officer's positions shall be filled by election whenever they occur, at the meeting next following the occurrence of the vacancy in the manner provided for election of officers in this section.

Section 4. Resignation:

Any officer may resign at any time by giving written notice of such resignation to the Committee. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt by the Committee, and the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Removal:

Any officer may be removed, with or without cause, upon a vote of a majority, but no fewer than three, of the voting members of the Committee; a successor may be elected as in these Bylaws provided for the filling of vacancies at any time.

Section 6. Secretary:

The Committee will be staffed by the Administrator, or his/her designee. In addition to providing customary technical support, staff will perform the following duties of Secretary:

1. Keep the minutes of all meetings of the Committee in an appropriate minutes book.
2. Advertise all legal notices required by the Idaho State Code or these bylaws.
3. Prepare the agenda for all meetings of the Committee.
4. Be custodian of Committee records.

ARTICLE III MEETINGS

Section 1. Regular Meetings:

The Committee shall meet on the *[to be decided by initial committee]* for a regular meeting. The regular monthly meeting may be scheduled for another date in order to not conflict with holidays or significant local or civic events. Meetings

shall be held at the hour and place fixed from time to time by motion of the Committee or at the Hour of *[to be decided by initial committee]* at *[to be decided by initial committee]* if no other time or place is so fixed. The Secretary will publish and distribute to the members an agenda on or before the **Friday** before the meeting. In the event there is no business to transact, the meeting will be cancelled. The absence of an agenda serves in lieu of a notification of cancellation.

Section 2. Quorum:

At all meetings of the Committee the presence at the commencement of any meeting in person of a majority of the members thereof who are qualified to vote shall be sufficient to constitute a quorum for the transaction of any business of the Committee.

ARTICLE IV RULES OF ORDER

Section 1. Rules of Order:

The order of business for the Committee shall be the following:

- A. Open-call meeting to order
- B. Attendance roll call
- C. Review and approval of minutes of preceding meetings
- D. Old Business
- E. New Business

ARTICLE V VOTING

Section 1. Voting:

Each regularly appointed member shall be entitled to one vote on any matter which may come before the Committee. The vote of a majority of the members present at any meeting attended by a quorum of its members shall be necessary to decide any item. The Chairperson may enter into the discussion of and vote on any item before the Committee.

Section 2. Tie Votes Concerning Recommendation to City Council:

Upon a vote to recommend approval or disapproval of a proposed action to the governing board, a vote which results in a tie shall automatically require that a recommendation of disapproval to the proposed action be forwarded to the **City Council**.

ARTICLE VI AGENDA

Section 1. Agenda

In order to facilitate and conduct orderly business, the members of the Committee resolve: For those persons desirous of coming before this body, a list of particulars shall be submitted to the Administrator stating the reason or reasons why they wish to be heard, in order to facilitate this process and give proper notice to all persons who may be affected and therefore giving them an opportunity to be heard. Said list of particulars must be submitted no later than 12:00 noon on the *Wednesday* preceding the next scheduled meeting. Any request presented in this manner will be drawn up and published and/or aired through various media to inform the public of business presented. All requests received will be heard in the same order in which received, i.e., first request received will be heard first, etc. Those requests which require public advertising will be set on the agenda for the first regular meeting following their receipt. At least fifteen (15) days prior to the hearing, notice of the time and place and a summary of the plan to be discussed shall be published in the official newspaper of general circulation within the county. Applications will be deemed received when in hand by Committee members at the regular meeting.

Section 2. Procedure:

Procedure for considering individual agenda items will normally be observed; however, the Chairperson may rearrange individual items if necessary to expedite the conduct of business.

1. Staff presents report with opinions upon request.
2. The Committee may ask questions regarding the staff presentation.
3. Proponents of the agenda items make presentation
4. Opponents make presentation.
5. Proponent may make rebuttal of any point previously covered.
6. Committee may ask questions of the proponents, opponents, or staff, and discuss the application.
7. Public hearings, if appropriate and posted.
8. Motion (to approve, disapprove, or table), Second, Discussion, and Vote of the Committee.
9. Written Findings of Fact and Conclusion of Law shall be made available to interested parties within ten (10) days after the meeting.

No new agenda item shall be started after 10:30 P.M., unless consented to by an affirmative vote of the Committee. Items previously posted will be rescheduled for the next meeting.

ARTICLE VII COMMITTEES

Section 1. Committees:

Sub-Committees may be established and appointed and given change and timelines by the Chairperson to assist the Committee in performance of its function. Each sub-committee shall consist of not more than two (2) voting members. Citizens and public officials may also be appointed to serve as non-voting members on the sub-committees.

ARTICLE VIII AMENDMENT OF BYLAWS

Section 1. Amendments:

These Bylaws may be amended at any regular meeting of the Committee by a two-thirds vote of the members thereof, provided, however, that the amendment must have been submitted in writing at the previous regular meeting of said Committee.

Adopted this _____ day of _____, 2006.

John Doe, Chairperson