

ALEXANDRIA ENVIRONMENTAL POLICY COMMISSION BYLAWS

ARTICLE I - NAME

The name of the Commission shall be the Alexandria Environmental Policy Commission, hereinafter the “EPC” or “Commission.”

ARTICLE II – PURPOSE, MISSION

The EPC is organized to advise and make recommendations to the Mayor and City Council, and where appropriate, the Planning Commission, and to the City Manager. These recommendations shall relate to:

- A. Climate Change
- B. Clean air
- C. Land use
- D. Noise pollution
- E. Pesticides, herbicides and contaminants
- F. Solid waste
- G. Water quality and supply
- H. Other topics relating to conservation and protection of environmental conditions in the City of Alexandria, and
- I. Such other matters as may from time to time be referred to it by the City Council

ARTICLE III – MEMBERSHIP

Section 1: Members of the Commission shall be appointed by the Alexandria City Council for a term of two years. At the completion of a Commissioner’s term, she or he may apply for reappointment. Commissioners may not serve on the EPC for more than 10 consecutive years.

Section 2: The EPC shall consist of 13 members, including from the field of environmental sciences, urban planning, the business community, citizen-at-large members, and a member with experience in Federal or state environmental statutes, regulations, and procedures. The Commission shall be supported by the City of Alexandria Department of Transportation and Environmental Services (T&ES), Office of Environmental Quality.

Section 3: **Attendance:** Each member of the EPC must attend at least 75 per cent of the yearly Commission meetings and approximately 15 hours per month are required of Commission members.

ARTICLE IV – OFFICERS, DUTIES

Section 1: **Officers.** There shall be at least three officers of the Commission consisting of Chair, Vice Chair and Secretary.

Section 2: **Terms of Office.** The Chair, Vice Chair and Secretary shall each serve a term of one year. They may be nominated again in any following years.

Section 3: **Roles**

Section 3a. **Chair.** The role of the Chair shall be to uphold the bylaws and integrity of the Commission. The Chair shall oversee the actions and work of the EPC as well as acting as a representative of the Commission before the City Council, Manager or other official bodies. The Chair's duties also includes calling and presiding over all meetings and setting its agendas – all in collaboration with other EPC commissioners – and such other customary duties of a Commission Chair.

Section 3b. **Vice Chair.** The role of the Vice Chair shall be to uphold the bylaws and integrity of the Commission, support the Chair of the EPC and assume the duties of the Chair in the event of their absence.

Section 3c. **Secretary.** The role of the Secretary shall be to uphold the bylaws and integrity of the Commission, support the Chair and Vice Chair and to assume the duties of the Chair or Vice Chair in their absence. The Secretary shall also review the minutes which are prepared by City staff, for their accuracy and completeness, conduct the process for the annual election of the Chair and Vice Chair and the tabulation of votes.

ARTICLE V – MEETINGS

Section 1: **Regular Monthly Meetings.** Meetings of the EPC shall be held on the third Monday of each month or as amended to accommodate holiday schedules. There shall be at least 10 meetings each calendar year. The annual retreat shall be held in May or June to review the yearly accomplishments and set goals for the following year.

Section 2: **Special Meetings.** Special Meetings may be called by the Chair.

Section 3: **Notice.** Notice of Special meetings or changes to the date of regular meetings shall be given to each member of the EPC and public at least 3 working days before the meeting.

Section 4: **Quorum.** A quorum must be attended by at least a majority of the current membership before business can be transacted or motions made or passed.

Section 5. **Parliamentary Authority.** As required by Section 2-4-5(a) of the City's Ordinance on Committees, Boards and Commissions, all questions of procedure at any meeting shall be governed by Robert's Rules of Order.

ARTICLE VI - SPECIAL COMMITTEES.

The EPC reserves the right of special purpose to delegate Standing and Special Purpose Committees to execute the work of the Commission.

ARTICLE VII – ANNUAL REPORT

The Commission shall complete an annual report highlighting the major activities of the Commission over the past year and tabulating an attendance report, if required by the City Council. These reports shall be completed on time and submitted according to the schedule requested by the City.

ARTICLE VIII – ELECTION OF OFFICERS

Section 1: The Chair, Vice Chair and Secretary shall be elected annually.

Section 2: The Chair shall ask for nominations for each office be sent to the Secretary during the month of May prior to the annual election meeting in June.

Section 3: The Secretary shall announce the slate of nominees at the June regular meeting. The Commissioners shall then vote for each office. If only one candidate is nominated for each office, the vote will be by show of hands. If there are two or more candidates, the voting shall be conducted by signed ballot and the Secretary shall count and announce the final tabulation for Chair and Vice Chair. The Chair shall count and announce the final tabulation for Secretary.

Section 4: If more than one candidate is nominated for an office rank choice voting shall be used to select the office holder. All commissioners will be asked to rank their preference for each nominee and votes will be tabulated until a candidate achieves a majority of votes. The results of the election shall be announced immediately and the officers shall assume their duties at the next meeting.

ARTICLE IX – VACANCIES OF OFFICERS

In the event that the Chair resigns or is unable to perform her/his duties of office, the Vice Chair shall serve as Chair until the nominations and election process as outlined in Article VIII is completed during the next regular meeting.

ARTICLE X – AMENDMENTS OF THESE BYLAWS

Amendment of these bylaws shall be by two-thirds vote of the total voting membership of the Alexandria Environmental Policy Commission. The proposed amendment shall be submitted at the previous regular monthly meeting and official notification shall be given to all members of the Commission and the public.

These Bylaws of the Alexandria Environmental Policy Commission were approved at a meeting of the EPC on September 20, 2021.