

CITY AND BOROUGH OF SITKA

Bylaws of the Sustainability Commission

Adopted November 14, 2022
Amended April 1, 2024

I. PURPOSE, DUTIES, AND RESPONSIBILITIES

A INTRODUCTION

The Sustainability Commission of the City and Borough of Sitka (respectively “Commission” and “City”) is an advisory body established by Ordinance 2022-16S. This document summarizes the scope of the responsibilities of the Commission and specifies the way those responsibilities shall be performed, including its structure, processes, and reporting requirements, as mandated in its establishing ordinance and within Sitka’s General Code (SGC).

B PURPOSE

It is the intent of the Sustainability Commission to work towards catalyzing a healthy community now and in the future by proposing solutions to environmental, social, and economic concerns of the City and Borough of Sitka, its partners, and community members (Ord. 2022-16S § 3, 2022.).

C DUTIES AND RESPONSIBILITIES

The Commission will act as an advisory body to the Assembly with the purpose of catalyzing and developing municipal and community-focused approaches that support the social, environmental, and economic sustainability of the City. The Commission will accomplish this by working towards the following actions described below (SGC 2.31.060).

- i. Fossil energy use reduction and development of local, renewable energy sources.
- ii. Responsible use of natural resources.
- iii. Diminution of Sitka’s supply-chain fragility.
- iv. Food security enhancement.
- v. Sustainable transportation options that leverage Sitka’s locally generated, renewable energy sources.
- vi. Solid waste consumption, reduction, composting, recycling, and re-use.
- vii. Robust and healthy local ecosystems and natural communities.
- viii. Other matters as the Assembly or Commission may deem beneficial for the City.

II. ORGANIZATION

A MEMBERS

The Commission is composed of seven (7) members appointed by the Assembly and, to the extent deemed advisable by the Assembly and possible from the applicants, include at least one (1) individual with background or training as a sustainability professional and at least one (1) individual of Alaska Native heritage with understanding and appreciation of the historical importance of sustainability on Tlingit Aaní. All voting members of the commission shall be at-large members and representative of a diverse cross-section of the community (SGC 2.31.010).

The Sustainability Coordinator within the Planning and Community Development Department or designee shall be an ex-officio member without a vote (SGC 2.31.010). The Sustainability Coordinator will also serve as the point of contact between Commissioners and City staff through which requests for information can be made.

B TERM

The term of a voting member shall be three (3) years or until a successor is appointed. Terms will have staggered expiration dates (SGC 2.31.020).

C OFFICERS

The Commission will designate a Chair, a Vice Chair and a Secretary, each of whom shall be elected by the voting members of the Commission and shall serve a term to expire upon election of officers at the first meeting of the following year. The Secretary shall provide minutes of all meetings to the Municipal Clerk (SGC 2.14.040).

In addition to the above officers, the Commission, by a majority vote of its voting members, may designate and elect or appoint such other officers, assistant officers, and agents as it deems necessary at such time, in such manner, and upon and for such terms as it shall prescribe. All officers and agents shall serve at the pleasure of the Commission, whenever in its judgment the best interest of the commission will be served (SGC 2.31.050).

D RESIGNATION

Should a member resign from their position prior to expiration of their term, the vacancy on the Commission shall be filled by appointment by the Assembly for any remainder of an unexpired term (SGC 2.31.020).

Should an officer resign from their position prior to expiration of their term, or otherwise is unable or unwilling to perform duties as required of the office, the Commission may elect an officer to serve out the remainder of that term (SGC 2.31.050).

III. CONDUCT AND PARTICIPATION**A PARLIAMENTARY AUTHORITY**

The conduct of the meetings shall be generally guided by the rules contained in the modern (11th) edition of *Robert's Rules of Order*.

B TELECONFERENCE PARTICIPATION

While physical presence of the members and the public is the preferred method of participation at the meetings, teleconference participation is allowed (SGC 2.25.050). Any member may participate in any meeting by teleconference. Teleconference participation is solely at the discretion of the member who requests this method of participation if the member is out of town or incapacitated.

The member shall notify the Sustainability Coordinator to arrange for teleconference participation at least twenty-four (24) hours before any regular meeting, and at least twelve (12) hours before any special meeting. If the member is a presiding officer, they shall not preside over the meeting when participating by teleconference.

Teleconference participation at any meeting is limited to four (4) times a year by each member (SGC 2.25.050 (f)).

C VOTING

Abstention from voting is not allowed (Sitka Charter 2.10, Alaska Statutes 29.29.169(d)) except in cases where a commissioner may have a conflict of interest as defined in the City Charter 1.04.080.

Four (4) affirmative votes shall be necessary to carry any questions (SGC 2.25.020). Vacant memberships shall be counted in determining whether or not this majority requirement is met. (Ord. 74-114 § 3(c), 1974.)

All voting will be done by voice vote unless done by roll call when requested by the Chair. The roll call will be done alphabetically. Roll call votes of every member will be recorded.

All voting at meetings with teleconferencing participants shall be by roll call vote (SGC 2.25.050 (e)).

D ABSENCES

The minutes shall show those in attendance at each meeting, and whether an absent member is excused or not. The members shall notify the Sustainability Coordinator of their absence at least twenty-four (24) hours before any regular meeting, and at least twelve (12) hours before any special meeting.

Three (3) unexcused absences, as determined by the appointed board or commission, in one (1) year by a member shall automatically be cause for forfeiture of membership (SGC 2.25.040).

IV. MEETINGS**A REGULAR MEETINGS**

Meetings will be held once per month at such time as the chair or, in their absence, the vice chair shall determine (SGC 2.31.030). Meetings will normally take place at 6:00 PM on the first Tuesday of each month at Harrigan Centennial Hall. The Commission will give reasonable public notice by advertising its meetings at least one (1) business day in advance and comply in all respects with the Alaska Open Meetings Act.

B QUORUM

A quorum of four (4) members is required to hold a meeting. Vacancies in memberships shall be counted in determining whether or not there is a quorum (SGC 2.25.010).

C SPECIAL MEETINGS

Special meetings may be called with seven (7) days advance notice. Special meetings may be called by the Chair or by request to the Chair. Reasonable public notice will be given by advertising its meetings at least one (1) business day in advance.

D INFORMAL WORKING GROUPS

The Commission may form informal working groups to address key areas that may evolve if needed. To remain in compliance with the Alaska Open Meetings Act, the number of members in an informal working group is limited to three (3) Commissioners. The purpose is to develop operational and engagement plans as well as implementation strategies for review of the entire Commission. Example areas may include but are not limited to electric vehicles and city infrastructure, sustainable tourism, greenhouse gas emissions inventories, and solid waste management.

E ORDER OF BUSINESS

The order of business shall normally be:

- i. Call to Order and Roll Call
- ii. Consideration of the Agenda
- iii. Consideration of the Minutes
- iv. Persons to be Heard (*not to exceed 3 minutes on topics off the agenda*)
- v. Special Reports
- vi. Unfinished Business
- vii. New Business
- viii. Persons to be Heard (*not to exceed 3 minutes on topics on or off the agenda*)
- ix. Reports (*Staff, Chair, Assembly, Commissioners*)
- x. Set Next Meeting Date and Agenda
- xi. Adjournment

V. SETTING THE AGENDA**A ADDING ITEMS TO THE NEXT AGENDA**

The agenda shall normally be set seven (7) days in advance of the regular meeting. To remain in compliance with the Alaska Open Meetings Act, items may not be added after the agenda has been publicly advertised or during a regular or special meeting. Items may be added to the next agenda:

- i. By Commissioner request during a meeting or by contacting and requesting to the Chair.
- ii. As requested by the Assembly, Administrator, and other Department Heads within the City.
- iii. Or the public may request items to be added through public testimony, written correspondence, or verbal request to a member of the Commission. Items requested by the public will be added to agendas at the discretion of the Chair.

B ITEMS NOT ADDED TO THE AGENDA

Item requests made outside of meetings by Commissioners that are not added to the agenda will be published in the monthly meeting packet and accompanied by a rationale for submittal statement and a response from either the Chair or Staff Liaison for Commissioner review. A motion to add denied items to a future agenda may be made under Order of Business IX: Set Next Meeting Date and Agenda.

VI. WORKING PROCEDURES**A ANNUAL WORK CYCLE**

To best utilize Commissioner's time, City resources, align the workflow of the Commission with that of the City's, and meet annual reporting as deemed by the Assembly, the Commission will operate on the Annual Work Cycle outlined below. It should be noted that the City operates on a fiscal year (FY), which begins July 1, and ends on June 30. As such, the adopted timeframes align with City's budgeting process deadlines to minimize time spent waiting for the allocation of resources from the City.

The following dates are to serve as a guide and do not require strict adherence. It is subject to the discretion of the Commission to adjust timelines as needed to meet Assembly goals while remaining in sync with City operations.

SUSTAINABLY COMMISSION ANNUAL WORK CYCLE OUTLINE (APPENDIX A)

July-March: Execute current FY goals.

September-October: Public Input for upcoming FY.

October-December: Brainstorm goals, select, and define outcomes for upcoming FY.

January-March: Prepare annual report for Assembly with updates on the current FY goals and proposing upcoming FY goals.

March-April: Present report to Assembly.

April-June: Conclude work for current FY. Begin preparing for goals of the upcoming FY.

B REPORTING TO THE ASSEMBLY

Annually, the Commission will develop, identify, and present goals to the Assembly for approval. The approved goals shall be the Commission’s primary focus for the following year. Concurrently with presenting goals to the Assembly, the Commission will submit a report to the Assembly on progress towards the previous year’s goals and other activities which were approved and directed by the Assembly (SGC 2.31.060).

C EXTERNAL RESOURCES

With the approval and direction of the Assembly, the Commission will work with designated staff to provide information and outreach to the public, in order to understand community priorities and develop community consensus on matters concerning sustainability. This effort may require the commission to invite participation and technical expertise from community partners and professionals (e.g., engineers, public administration experts, earth system scientists, business leaders, educators, community group leaders, etc.). If City and Borough funds are needed to facilitate participation and technical expertise from community partners and professionals, the commission shall obtain prior approval and the necessary appropriation from the Assembly (SGC 2.31.060).

VII. AMENDMENTS

A COMPLIANCE

The Commission recognizes that these bylaws repeat provisions in the City Charter and SGC and that those provisions take precedence and cannot be altered, amended, or repealed.

B AMENDMENTS

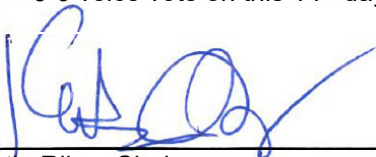
Sections of these bylaws not established by City Charter or SGC may be altered, amended, or repealed by the affirmative vote of a majority of members at any regular or special meeting. Any amendments will be consistent with the Charter and SGC.

C REVIEW OF BYLAWS


The Commission shall annually review the bylaws at the first regular meeting in January.

VIII. ADOPTION

These foregoing bylaws have been **ADOPTED AND APPROVED** by the Sustainability Commission by 6-0 voice vote on this 14th day of November 2022.



Katie Riley, Chair

ATTEST:


Carol Voisin, Secretary

IX. AMENDMENT HISTORY**I. ARTICLE IV: MEETINGS, SECTION A: REGULAR MEETINGS**

Date and time change from 2nd Monday of each month at 6:30 P.M.

Amended: January 9, 2023

II. ARTICLE V: SETTING THE AGENDA

Added clarification to Section A: Adding Items to the Next Agenda and addition of Section B: Items Not Added to the Agenda.

Amended: February 7, 2023

III. MEETINGS, SECTION A: REGULAR MEETINGS

Date and time change from 1st Tuesday of each month at 6:00 P.M.

Amended: February 4, 2024

IV. ARTICLE IV: MEETINGS, SECTION B: ORDER OF BUSINESS

Added V. Special Reports and IX: Reports to order of business.

Amended: April 1, 2024

APPENDIX A

Sustainability Commission Annual Work Cycle

