

**BY-LAWS  
of the  
CONTRA COSTA COUNTY SUSTAINABILITY COMMISSION**

**I. Name**

The name of this commission shall be the “Contra Costa County Sustainability Commission” (hereinafter referred to as the “Sustainability Commission” or “Commission”).

**II. Purpose**

The general purposes of the Commission shall be as follows:

- A. Advise the Board of Supervisors and staff on successful implementation of the Climate Action Plan, including suggestions on how that work can be performed more efficiently and effectively.
- B. Advise the Board of Supervisors on opportunities to realize equity and fairness across the diverse communities of Contra Costa County in sustainability programs that support the Climate Action Plan.
- C. Advise the Board of Supervisors and staff on how to better engage Contra Costa County residents and businesses on sustainability issues and implementation of the Climate Action Plan.

**III. Membership**

- A. Members. The Commission shall consist of members as approved by the Board of Supervisors. Members serve at the pleasure of the Board of Supervisors and may be removed during their terms of office by a majority vote of the Board at its pleasure.
- B. Status Changes. If a member’s work status or residence changes, the member must notify the Commission in writing, within thirty (30) days of the change in status. The Chair shall review the change of status and determine if the member is still eligible for membership. If the member is found to be ineligible, the Chair shall forward the appropriate information to the Board of Supervisors.
- C. Terms. Members shall serve a four-year term, after the initial terms approved by the Board of Supervisors expire. There will not be a term limit and members may serve more than one (1) term if reappointed.
- D. Resignation. Any member who desires to resign his or her position with the Commission should do so in writing and file it with the Clerk of the Board, the Chair, and staff to the Commission. Advanced notice is preferred to allow for a timely appointment to fill the vacancy.

- E. Vacancies. A vacancy during the term of any member will be filled by the Board of Supervisors for the remainder of the then-current term.
- F. Member Responsibilities. Each member is expected to:
  - 1. Have an interest in and commitment to the Purpose of the Commission.
  - 2. Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences. A member that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.
  - 3. Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376.
- G. Alternate Members. Alternate members are non-voting members except that alternates shall fill in for the regular district representative member appointed from the same district when the regular member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

#### **IV. Organization**

- A. Officers. The officers of the Commission shall be the Chair, Vice-Chair, and Secretary. The Commission shall annually at its first meeting in the calendar year elect its Chair and Vice-Chair. The Sustainability Coordinator shall serve as the Secretary.
  - 1. Duties of the Chair. The Chair shall conduct meetings, develop agendas, and serve as the official spokesperson for the Commission.
  - 2. Duties of the Vice-Chair. The Vice-Chair shall act for the Chair in the Chair's absence.
- B. Subcommittees. The Chair may appoint subcommittees composed solely of members of the Commission. The Chair shall serve as an ex-officio member on all subcommittees.
- C. Staff. The Sustainability Coordinator shall serve as staff to the Commission. Staff shall:

1. Prepare and issue agendas in accordance with the Brown Act and the County's Better Government Ordinance.
2. Finalize minutes and distribute minutes to members and the Clerk of the Board after adoption by the Commission.
3. Prepare the annual report at the direction of the Commission for submission to the Board of Supervisors.
4. Maintain physical and electronic records of the Commission.
5. Keep meeting attendance records.
6. Send and retain copies of correspondence authorized by the Commission.

## **V. Meetings**

- A. All meetings of the Commission shall be open public meetings and shall be conducted in accordance with the Brown Act and the County's Better Government Ordinance.
- B. Regular meetings of the Commission shall be held on the fourth Monday in February, April, June, August, October, and December, at 5:00 p.m., at a location to be determined by the Commission and staff. The December meeting will occur prior to the fourth Monday in December, as approved by the Commission.
- C. Six voting members constitute a quorum. A quorum must be present to hold a meeting. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- D. Only regular members and alternates filling in for absent regular members shall vote on matters before the Commission. The Commission may take action by approval of a majority of the voting members present.
- E. The Commission may call a special meeting if the Commission's business requires it to meet more frequently, but a quorum is required for any meeting to proceed.

## **VI. Annual Objectives**

The Commission shall establish an annual work plan and a list of goals and priorities that will guide the work of the Commission over the year.

## **VII. Reports**

The Commission shall submit:

- A. Regular reports to the Ad Hoc Sustainability Committee or its successor.
- B. An annual report to the Board of Supervisors as required by Resolution No. 2011/498 and as amended.
- C. Other reports to the Board of Supervisors as appropriate.

#### **VIII. Conflicts with County Policies**

To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.

#### **IX. Bylaws/Amendments**

These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.

Adopted by Sustainability Commission August 28, 2017