

BYLAWS OF THE MISSION SUSTAINABILITY COMMISSION

I. OFFICERS AND RECORDING SECRETARY

A. Officers of the Commission shall be Chair and Vice-Chair, which officers shall be elected by the Commission at the first regular meeting after City Council appointments in the month of January and shall serve for one year and may be re-elected, or replaced by election.

B. The City of Mission shall provide a staff member to serve as recording secretary and staff advisor to the Sustainability Commission. A recording secretary shall attend all regular meetings of the Sustainability Commission and special meetings when the Chair deems it advisable that a public record be kept of the proceedings. A recording secretary shall attend all public hearings before the Commission and shall keep an accurate record of the spirit and intent of statements made by witnesses at the hearing. All motions shall be recorded and an accurate record of all stated reasons for motions or votes by members of the Commission shall be made. The minutes of each such meeting shall be typed and copies distributed to members of the Commission and other appropriate persons at an early date.

II. FUNCTION AND DUTIES OF OFFICERS

A. CHAIR: The Chair shall be the presiding officer at all meetings of the Sustainability Commission. He or she may call special meetings at his or her discretion, and may relinquish the chair to the Vice-Chair or other specified members at his or her discretion. The Chair may not make or second motions, but may vote on any and all motions to come before the Commission.

B. VICE-CHAIR: The Vice-Chair shall serve in the absence of the Chair, and while so serving shall have all the authority held by the Chair.

III. MEETINGS

Meetings of the Sustainability Commission shall be held on the first Monday of each month except when a holiday or other special circumstance requires a change in meeting time. When possible, the rescheduled meeting day will be the second Monday of the month. The time of the meeting being 6:30 P.M. Special meetings may be held at the call of the Chair, or in her or his absence, the Vice-Chair. All meetings shall be open to the public. The Chair or Vice-Chair may authorize a telephone or e-mail poll of the members of the Commission for the purpose of canceling a meeting.

IV. AMENDMENTS

These bylaws may be amended by a proper motion and with the approval of a majority of the Sustainability Commissioners.