

SUSTAINABLE CITY COMMITTEE RULES

2021

1. All SCC members terms shall be for two (2) years commencing at the regular meeting in August 2010, with no limit on the number of terms allowed.
2. The City Council shall appoint two (2) members
3. The Parks and Recreation, Planning, and Civil Service Commissions shall appoint one (1) representative member and one (1) alternate member to the SCC.
4. There shall be a maximum of four (4) community members.
5. There shall be a maximum of one (1) local business representative.
6. The SCC shall observe the historic practice of “universal participation”, meaning that each member attends all meetings, and all members present at a meeting are able to vote (regardless of their designation as the representative or the alternate).
7. A quorum is a simple majority of the total members (seven of twelve).
8. Public attending SCC meetings may participate in discussions, but shall not vote on agenda items.
9. Bi-annually, prior to the July meeting of the SCC, the Parks and Recreation, Planning, and Civil Service Commissions shall select or reappoint one (1) representative and one (1) alternate to attend SCC meetings. Commissions shall fill vacancies as may be necessary.
10. Bi-annually, by May 31st, all current community members shall submit a letter of intent requesting re-appointment or declining re-appointment, to allow time to recruit new members as necessary, prior to the July meeting.
11. Community members who do not submit an application shall not be re-appointed.
12. Vacant community member positions shall be filled by vote of the SCC. Vacancies shall be filled as necessary.
13. Excused and unexcused absences.
 - If members know in advance they will miss a meeting they shall contact their alternate representative member to ensure the other will attend.
 - The member shall then contact City staff to confirm their excused absence and confirm their alternate’s attendance.
 - Members that advise City staff of a planned, potential, or inadvertent absence, for any reason, any time before a meeting shall receive an excused absence.
 - Members that do not to contact staff before a meeting shall receive an unexcused absence.
 - Any member recording three (3) unexcused absences shall be deemed dismissed from the SCC without further action of the committee. The Scribe shall record unexcused absence aside the roll call on the monthly SCC minutes. Upon request, the SCC, at a regular meeting, may consider an appeal of an unexcused absence and direct the Scribe to revise the minutes accordingly.
14. City staff shall act as secretary and official Scribe to the committee.

15. The Scribe shall advise the SCC whenever a member has recorded three (3) unexcused absences.

16. When necessary, Commission members should also contact their respective alternates.

Depending on the number of vacant community positions (current estimated none or one), staff may advertise for new community members to fill vacancies.

Adopted: May 25, 2010

Updated: January 28, 2014

Updated: May 3, 2016

Updated October 1, 2019

Updated May 4, 2021