



AGENDA

SUSTAINABILITY BOARD

Regular Meeting No. 2018-01

Monday, April 23, 2018 – 6:30 P.M.

City Hall Council Chambers, 120 Malabar Road, SE

CALL TO ORDER:

ROLL CALL:

PRESENTATION:

1. Review of the Sunshine Law – Andrew Lannon, City Attorney.

PUBLIC COMMENTS: (Non-agenda items only)

Public Comments on Agenda Items – Individuals wishing to speak on specific agenda items can do so at the time the item is being considered by the Board. The Chairperson will ask if there are any public comments prior to the Board taking action on the item. All speakers will be limited to three (3) minutes each.

NEW BUSINESS:

1. Election of Chairperson and Vice Chairperson.
2. Review and adoption of by-laws.
3. Consideration of regular meeting dates/times.

OTHER BUSINESS:

ADJOURNMENT:

If an individual decides to appeal any decision made by the Sustainability Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Finance Department at (321) 952-3414 or Florida Relay System at 711.

City of Palm Bay, Florida

SUSTAINABILITY BOARD BY-LAWS

ARTICLE I PURPOSE AND INTENT

Section 1. The purpose and intent of the shall be to advise and assist the City Council, City Manager and city staff in matters relating to pollution reduction water quality initiatives, community education and involvement, and assessing local climate risk.

ARTICLE II COMPOSITION

Section 1. The Board shall be comprised of seven (7) members appointed by the City Council.

Section 2. Appointments.

- A. Each Council seat shall appoint one (1) member. Subsequent appointments shall coincide with the seat and the term of office of the Councilmember.
- B. Members shall be residents of the City of Palm Bay for at least one (1) year and or be the owner of a business located within the City of Palm Bay for at least one (1) year. Member must remain a City of Palm Bay resident and/or the owner of a business located within the City of Palm Bay throughout the term of the member's appointment.

ARTICLE III TERMS OF OFFICE

Section 1. Initial terms.

- A. The initial term and subsequent terms shall be as follows:
 - 1. Council Seats 1, 2, 3 – members shall serve until November 2020;
 - 2. Council Seats 4 and 5 – members shall serve until November 2018;
 - 3. Two (2) at-large members appointed for a term of four (4) years.
- B. Thereafter, all subsequent terms shall convene with the appointing Councilmember's term of election.

**ARTICLE IV
OFFICERS**

Section 1. There shall be a Chairman and Vice-Chairman. The officers shall serve for a term of one (1) year and may succeed themselves.

Section 2.

A. The duties of the Chairperson shall consist of, but not limited to the following:

1. Be the principal representative of the Board and shall preside at all meetings.
2. Sign minutes upon approval by the Board.

B. The duties of the Vice Chairperson shall consist of, but not be limited to, the following:

1. Preside in the absence of the Chairperson and assume other duties as designated by the Chairperson and the Board.

Section 3. In case of absence of any Officer, either of the other Officers present may preside. In the event that no Officer is present, the senior member present may preside.

Section 4. Five (5) members of the Board shall constitute a quorum for the transaction of business at any meeting and the vote of a majority of such quorum shall be sufficient for formal action by the Board.

Section 5. Vacancies shall be filled in the same manner as original appointments. Replacement appointments shall be for the unexpired terms only.

Section 6. Members who fail to attend three (3) consecutive regular meetings or a total of five (5) meetings of any type within a twelve (12) month period shall automatically forfeit their appointments.

Section 7. Resignations shall be in writing addressed to the chairman or the Office of the City Clerk by mail or delivered in person.

Section 8. The members of the Board may appoint such other officers as deemed necessary or appropriate.

Section 9. The Chairman shall conduct all meetings. The Secretary shall keep minutes of all meetings.

ARTICLE V MEETINGS

Section 1. Meetings shall be held on such days and at such times and locations as determined by the Board. Meetings shall be held in public facilities.

Section 2. Special meetings may be called by the Chairman or the majority of the Board for an official matter that cannot wait for the next meeting date.

Section 3. The date, time, or place of such meetings, regular or special, may be changed upon the affirmative vote of the majority of members at a regular meeting.

Section 4. Sufficient public notice of special meetings shall be given as to the meeting place and time in conformance with applicable Florida Sunshine Laws.

Section 5. The Board shall determine its own rules and order of business. However, such order may be changed by the presiding Officer to meet contingencies.

ARTICLE VI DUTIES AND RESPONSIBILITIES

Section 1. The Board shall identify and make recommendations to the City Council concerning affordable strategies associated with conservation, renewable energy, and energy efficiency. Duties of the Board shall include:

- A. Develop an environmental sustainability plan for city operations with a goal of achieving one hundred percent (100%) clean energy by 2035 in city operations.
- B. Develop an assessment plan to track activities and implementation of the city's environmental sustainability plan. Provide an annual report to the City Council on activities and implementation of the plan.
- C. Review ordinances and policies that have an environmental impact on the city and make recommendations to City Council. Such topics may include standards for recycling, environmental standard preservation and landscape design and floodplain management.

Section 2. Initiatives of the Board may include:

- A. Research, identify and recommend to the public affordable strategies associated with the conservation, renewable energy, and energy efficiency.

- B. Research and recommend to the public financial initiatives and resources that are available to offset costs associated with renewable energy initiatives.
- C. Recognize the efforts of others who contribute to the beautification environmental protection and enhancement of the City.

Section 3. The Board shall perform such additional duties and services as may from time to time be assigned by the City Council.

ARTICLE VII

Section 1. These by-laws may be amended, repealed or made inoperative by majority vote of the Board at an official meeting. Written notice of such proposal shall be given to the Board at least one (1) month before the meeting at which such matter is to be considered.

Section 2. These by-laws shall become effective on the date of their adoption by affirmative vote of a majority of the members present at an official meeting of the Board.

Adopted: