

**BYLAWS FOR THE LITTLE ROCK SUSTAINABILITY COMMISSION
CITY OF LITTLE ROCK, ARKANSAS
Adopted February 22, 2023**

**ARTICLE I
Identification and Purpose**

Section 1. Name

Little Rock Sustainability Commission

Section 2. Purpose

The Board of Directors created the Little Rock Sustainability Commission (hereafter “Commission”) in Little Rock, Arkansas Ordinance Number 21,632 on September 18, 2018 (“LRO 21,632”). The purpose of the Commission is to study the sustainability of the City of Little Rock, Arkansas (“the City”) – which includes environmental, societal, and economic issues – and to provide policy and program advice to the governing body of the City.

Section 3. Mission

The mission of the Commission is to help research, develop, and implement strategies and innovations to promote environmental, societal, and economic health and prosperity within the City without creating unnecessary competition between various aspects of development. The types of programs to be considered include, but are not limited to, the preservation and enhancement of green space; the reduction in City energy consumption; the development of green space; the reduction in City energy consumption; the development of community design recommendations and tools; the assurance of access of health food sources; and, the construction of green buildings and other infrastructure constructed in such a manner as to provide utilitarian use while minimizing environmental impacts.

Section 4. Duties and Responsibilities

The Commission shall have the duties and responsibilities to:

- a) Serve as a resource to the Members of the Board of Directors, the Mayor and the City Manager on matters relating to the sustainability of the City;
- b) Serve as a liaison between the citizens of the City, the Mayor, the Members of the Board of Directors and the City Manager, regarding matters relating to the sustainability of the City;
- c) Hold regular meetings and maintain adequate records of these meetings;
- d) Gather information in support of our mission from all reasonable sources;
- e) Analyze the various services offered by City Departments to the citizens of the City;
- f) Analyze the connections between the social, economic, environmental, and quality-of-life issues that confront the City;

- g) Provide recommendations as requested, or as critically necessary, to the Mayor, the Members of the Board of Directors and the City Manager on Sustainability Policy;
- h) Assist in efforts to increase public awareness of the existence and value of sustainable efforts in the City;
- i) Carry out any other assigned and related duties as deemed appropriate by the Members of the Board of Directors and the Mayor, or the City Manager;
- j) Create Committees to address specific issues deemed important to the Commission.

ARTICLE II
Membership

Section 1. Membership and Term

- a) Commissioners.

The Commission shall consist of fifteen (15) voting members (hereafter “Commissioners”), who are electors of the City. Commissioners shall be selected as set forth in state law and City ordinance. After the initial staggered terms set forth in Section 5, Subsection (b) of LRO 21,632 have been served, a Commissioner shall serve a three (3)-year term.

- b) Mayor *Ex-Officio* Members.

The Mayor may appoint from five (5) to seven (7) *Ex Officio* Members who are not required to live within the corporate limits of the City, to serve a one (1)-year term and to provide insight on sustainability issues particularly as they relate to the City’s Extraterritorial Planning and Zoning Jurisdiction. All *Ex Officio* Members are non-voting and serve as Commission advisors.

- c) City Manager / Mayor Liaison.

The City Manager and the Mayor may each designate a person to serve as a representative of their respective Offices in a liaison capacity who works closely with the Commission, attends meetings and public hearings, and provides information about planned or potential City projects and programs.

Section 2. Vacancies

Commissioner vacancies shall be filled by the Mayor and confirmed by the City Board of Directors.

Section 3. Diversity

The composition of the Commission should endeavor to reflect the demographic breakdown and diversity in accordance with City policy.

ARTICLE III
Officers

Section 1. Officers

The Officers of the Commission shall consist of a Chair and Vice-Chair.

Section 2. Term of Office

The Chair and Vice-Chair shall serve terms of one (1) year each. All Officers are eligible for additional consecutive terms.

Section 3. Election of Officers

Nominations and elections for Officers shall be conducted at the regular Commission meeting in May of each calendar year. Officers shall be elected by a vote of a majority of the voting members serving on the Commission.

Section 4. Vacancy of Office

In the event an Office becomes vacant, a new Officer shall be elected to fill the vacancy for the remaining term as quickly as practicable during a regular Commission meeting.

Section 5. Duties and Responsibilities of the Chair

The Chair shall preside over all meetings. The Chair shall be responsible for establishing meeting agendas, in cooperation with City Administrative Support Staff to the Commission (“Staff”). The Chair may appoint standing and ad-hoc Committees, as needed. The Chair shall be responsible for appointing chairs to the Committees. The Chair shall have the authority to call special meetings, provided proper notice is given as required by the Arkansas Freedom of Information Act (“FOIA”).

Section 6. Duties and Responsibilities of the Vice-Chair

In the event the Chair is unable to perform its duties and responsibilities, or if the Chair cannot be present at a meeting, the Vice-Chair shall assume all duties and responsibilities of the Chair.

ARTICLE IV Commission Meetings

Section 1. Regular Commission Meetings

Unless otherwise agreed, regular meetings of the Commission shall be held on the fourth Wednesday of the month from 3:00 p.m. – 4:30 p.m. The Commission shall meet at least ten (10) times a year.

Section 2. Special Commission Meetings

Written notice of the date, time, place, and the agenda shall be given to each Commissioner and *Ex Officio* Member and shall be published as required by state law. In addition to the Chair, or the Vice-Chair serving as the Chair, special meetings may be called by three (3) or more Commissioners who are present at any regular Commission meeting.

Section 3. Community Meetings

Community meetings, in person and virtual as needed, may be periodically scheduled to hear public testimony on issues under the Commission’s jurisdiction. The Commission shall endeavor to reach out to socially, economically and politically disadvantaged communities and populations, as well as persons with sustainability expertise for their input to the Commission.

Section 4. Agenda Development

Meeting agendas shall contain input from Commissioners, City management, Staff and the public. All items for the agenda must be submitted in writing to the Chair one week prior to the meeting. Changes, including additions or deletions, to the agenda may be considered during a meeting by motion of a Commissioner and majority vote in favor thereof.

Section 5. Public Comment

All Commission meetings, Committee meetings, and Community meetings shall be open to the public as required by the FOIA and shall be held in full compliance with state and local laws. Notice of Commission meetings, Committee meetings and Community meetings shall be provided to the City of Little Rock public relations manager to comply with open meetings laws. The Commission encourages participation of interested persons. The Commission shall provide up to fifteen (15) minutes at the beginning of each meeting for public comment. The Chair may set a time limitation of five (5) minutes for each speaker. If there are a number of speakers present, the time allotted may be allocated pro rata.

Section 6. Cancellation of Meetings

A meeting may be cancelled if it becomes known to the City, or to the Chair, that a quorum will not be present or if the meeting date conflicts with a holiday. Notices of cancellation shall be provided to the public in full compliance with state and local laws.

Section 7. Quorum

A quorum must be present for the Commission to conduct business. Attendance of a majority of the voting members serving on the Commission shall constitute a quorum.

Section 8. Conduct of Meetings

All Commission meetings shall be conducted according to these bylaws and pursuant to the latest edition of Robert’s Rules of Order (by Henry M. Robert).

Section 9. Attendance Policy

All Commissioners shall regularly attend Commission meetings. When a Commissioner has missed more than twenty-five percent (25%) of all regular meetings of the Commission in one calendar year, or more than three (3) consecutive regular meetings, the Commissioner shall be notified in writing by the Chair and automatically removed from the Commission unless, prior to the next scheduled meeting of the City Board of

Directors, the Commissioner submits in writing his or her desire to remain on the Commission. The City Board of Directors, by majority vote, may allow the Commissioner to continue to serve on the Commission (From Little Rock, Ark. Rev. Code §2-262 (c) (1988)).

Section 10. Motion and Voting

Any matter of business requiring action by the Commission may be presented by oral motion, and the members present may vote thereon by simple voice vote. The Chair may also call for a show of hands or a roll call vote. The vote shall take place before the Commission meeting is adjourned, or the item may be tabled to a specified future date. The minutes shall indicate the results of all votes and the name of any abstainer.

Commissioners, including the Chair and Vice-Chair, shall be entitled to one (1) vote each. No Commissioner shall cast a vote for another Commissioner by proxy. No Commissioner shall cast an absentee vote.

**ARTICLE V
City Administrative Support**

Section 1. City Administrative Support Staff

City Administrative Support Staff shall be provided by the City of Little Rock Sustainability office, or its designated representative.

Section 2. Duties and Responsibilities

Staff shall attend all meetings of the Commission and shall be responsible for:

- a) Recording and maintaining the minutes of each meeting;
- b) Maintaining records and recordings of each meeting;
- c) Carrying on routine correspondence on behalf of the Commission;
- d) Maintaining a record of the current membership of the Commission, including the terms of their appointment;
- e) Recording the attendance of Commissioners at meetings;
- f) Recording minutes of all Committee and Community meetings;
- g) Facilitating coordination between the Commission and its Committees with City Departments regarding Commission projects and activities;
- h) Notify Commissioners and the City’s public relations manager of regular and special Commission meetings, Committee meetings and Community meetings in accordance with the FOIA.

**ARTICLE VI
Code of Ethics, Disclosure and Conflict of Interest**

Little Rock, Arkansas Revised Code, Article VIII Code of Ethics, §§2-331—2-339 applies to Commissioners appointed to the Little Rock Sustainability Commission. From Section 2-331: It is the responsibility of each public servant to cultivate public trust in the integrity of government. Public trust in the

integrity of government can be cultivated only when public servants act with integrity. Therefore, it is the responsibility of each public servant to act accordingly and to contribute to a work environment which supports integrity in others.

Commissioners have a duty to disclose conflicts of interest. Opinions as to whether a Commissioner has a conflict of interest with respect to a matter pending before the Commission may be requested from the City Attorney by any Commissioner, or by any other person concerned about a potential conflict.

ARTICLE VII
Bylaws Amendments

These Bylaws may be amended at any regular meeting of the Commission by a vote of a majority of the voting members serving on the Commission, provided the amendment has been submitted in writing to the Chair, and presented to Commissioners for review, at the previous regular business meeting.

By: Wesley Prewett
Chair, Little Rock Sustainability Commission

Date: 2/22/23

Revised / Approved by the Little Rock Sustainability Commission on February 22, 2023