

**BYLAWS FOR THE LITTLE ROCK SUSTAINABILITY COMMISSION
CITY OF LITTLE ROCK, ARKANSAS
Adopted November 23, 2020**

**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. 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.

Section 4. Duties and Responsibilities

The Commission shall have the duties and responsibilities to:

- a) Serve as a resource to the Board of Directors and the Mayor on matters relating to the sustainability of the City;
- b) Hold regular meetings and maintain adequate records of these meetings;
- c) Gather information in support of our mission from all reasonable sources;
- d) Analyze the various services offered by City Departments to the citizens of the City;
- e) Analyze the connections between the social, economic, environmental, and quality-of-life issues that confront the City;
- f) Provide recommendations as requested, or as critically necessary, to the Mayor, and the Members of the Board of Directors on Sustainability Policy;
- g) Assist in efforts to increase public awareness of the existence and value of sustainable efforts in the City;
- h) Carry out any other assigned and related duties as deemed appropriate by the Members of the Board of Directors and the Mayor;
- i) Create teams to address specific issues deemed important to the Commission.

ARTICLE II Membership

Section 1. Membership

a) Regular Members.

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.

b) Mayor Ex-Officio Members.

The Mayor may appoint between five (5) and seven (7) ex officio members without a vote, who are not residents or electors of the City, for a one-year term to provide insight on sustainability issues particularly as it relates to the City's extraterritorial planning and zoning jurisdiction.

c) City Manager Ex Officio Member.

The City Manager may designate a person 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

Vacancies in Regular Member positions, for any reason, shall be filled by the Mayor and ratified 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 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

Elections for officers shall be conducted at the first regular meeting of the calendar year. Officers shall be elected by a vote of at least eight (8) Regular Member Commissioners. Voting on the election of officers in which there is a contest shall be by secret, written ballot. If virtual voting on the election of officers is necessary, the Chair is responsible for proper use of technology to assure secret, electronic vote.

Section 4. Vacancy of Office

In the event an Office becomes vacant, a new officer shall be elected to fill the vacancy as quickly as practicable during a regular 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 Staff. The Chair may appoint standing and ad-hoc committees, as needed. The Chair shall be responsible for appointing chairs to the teams. The Chair shall have the authority to call special meetings, providing proper notice is given.

The Chair may delegate to any other Commission member or to Administrative Support staff the performance of such duties as deemed appropriate.

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 Friday of the month from 11:30 a.m. – 1:00 p.m.

Section 2. Special Commission Meetings

Written notice of the date, time, place, and the agenda shall be given to each 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.

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, Administrative Support 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 are open to the public and shall be held in full compliance with state and local laws. The Commission encourages participation of interested persons. The Commission shall provide up to 15 minutes at the beginning of each meeting for public comment. The Chair may set a time limitation of 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

Eight (8) Regular Member Commissioners in attendance shall constitute a quorum.

Section 8. Conduct of Meetings

Except as may otherwise be set forth in these Bylaws, all meetings of the Commission shall be conducted according to Article II, Division 2 of the City Code of Ordinances, or where a procedure is not addressed there, by a manual of procedures adopted by the Regular Members of the Commission.

Section 9. Attendance Policy

All Commissioners shall regularly attend Commission meetings. When a member has missed more than 25% of all regular meetings of the Commission in one calendar year, or more than three consecutive regular meetings, the member 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 member submits in writing his or her desire to remain on the Commission. The City Board of Directors, by majority vote, may allow the member to continue to serve (From Little Rock City Code §2-262 (c) (Rev. 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. In the case of a split vote, the Chair shall call for a show of hands. The vote shall take place before the Commission meeting is adjourned, or the item may be postponed to a specified future date. The minutes shall indicate if the motion is passed or not passed, and the name of any abstainer.

Only Regular Member 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
Administrative Support

Section 1. Administrative Support

Administrative Support Staff (hereafter Staff) shall be provided by the 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 the minutes of each meeting;
- b) Carrying on routine correspondence on behalf of the Commission;
- c) Maintaining a record of the current membership of the Commission, including the terms of their appointment;
- d) Recording the attendance of Commissioners at meetings;
- e) Recording minutes of all committee meetings;
- f) Facilitating coordination between the Commission and its committees with City Departments regarding Commission projects and activities;
- g) Notify Commissioners and press of regular and special meetings in accordance with Notice of Meeting requirements.

ARTICLE VI
Code of Ethics, Disclosure and Conflict of Interest

Little Rock, AR City 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 Commissioners 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 at least eight (8) Commissioners, provided the amendment has been submitted in writing to the Chair, and presented to Commissioners for review, at a previous regular meeting.