

LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Bylaws and Rules of Procedure

The following Bylaws and Rules of Procedure are adopted in order to facilitate the exercise of the Environmental Advisory Commission of the Town of Leesburg in Virginia.

ARTICLE I

SELECTION OF CHAIRMAN, VICE CHAIRMAN, and SECRETARY

Section 1-1. Chairman, Vice Chairman, and Secretary.

The officers of the Environmental Advisory Commission shall be a chairman, vice chairman, and secretary. The elections shall be held, and the term shall commence during a regularly scheduled meeting in the first quarter of the calendar year. Chairman, Vice Chairman, and secretary candidates must receive the votes of a majority of the members present. The Chairman, Vice Chairman, and Secretary shall serve until the second meeting of the succeeding calendar year or until a successor is elected. Vacancies in any office shall be filled by an election in the first meeting after the vacancy announcement. The successor fills the remainder of the unexpired term. Candidates receiving the votes of a majority of the members present will ascend to these positions.

ARTICLE II

DUTIES OF CHAIRMAN, VICE CHAIRMAN, and SECRETARY

Section 2-1. Chairman.

The Chairman shall preside over all meetings of the Environmental Advisory Commission and shall:

- (a) Receive communications on behalf of the Environmental Advisory Commission and report the same at the next meeting.
- (b) Ensure the orderly conduct of all meetings.
- (c) The chair shall report any attendance problems to the town council, which has the authority to require a member to resign.
- (d) Carry out all other duties as established by the Environmental Advisory Commission.

Section 2-2. Vice Chairman.

The Vice Chairman shall act as chairman of the Environmental Advisory Commission when the Chairman is absent or unable to fulfill his duties.

Section 2-3. Secretary.

The Secretary is responsible for recording minutes and action items of meetings within fifteen calendar days of the meeting, ensuring their accuracy and availability, and coordinating with Town staff for the proper retention of agendas, minutes, and other legal documents as may be required by Commonwealth law and approved by the chairman.

ARTICLE III**DUTIES OF THE ENVIRONMENTAL ADVISORY COMMISSION**

The duties of the Environmental Advisory Commission are specified in the Town Code (section 2-222) and include:

The Leesburg Environmental Advisory Commission's mission is to promote and protect the environmental interests of the town. The Environmental Advisory Commission reviews town planning and policy documents as they relate to the environment, conducts an annual environmental awards program, and advises the town council on town environmental concerns. The following are additional powers and duties of the Leesburg Environmental Advisory Commission:

- (a) Review significant town planning and policy documents periodically and provide recommendations on updating its environmental elements as needed.
- (b) Identify and pursue sources of funds for implementation of the commission's goals.
- (c) Administer an annual environmental awards program for conservation and beautification projects and other environmentally responsible efforts, encouraging business and citizen participation.
- (d) At the request of the planning commission concurrently review plans for

development (e.g., rezoning, or special exception plans) for potential environmental impacts and provide comment to the planning commission for incorporation within the planning commission's comments on the plans.

- (e) Conduct or recommend to the town council the commissioning of studies that address the town's environmental concerns.
- (f) Interface with representatives of the town and/or neighboring jurisdictions to collect information on environmental issues of interest to the town.
- (g) Initiate, facilitate, plan, direct and/or coordinate community-wide efforts that are supportive of the commission's goals. Such efforts may include coordination with local volunteers, private, and government organizations.
- (h) Promote public interest in the general improvement of the environment.
- (i) Provide at least annually a report to the town council on the activities and accomplishments of the Environmental Advisory Commission.

ARTICLE IV

MEETINGS

Section 4-1. Meetings of the Environmental Advisory Commission.

The Environmental Advisory Commission will meet in accordance with Town Code Amendment Sec. 2-195.

Environmental Advisory Commission procedure shall be governed by the most version of Robert's Rules of Order.

- (a) A majority of the members present shall constitute a quorum and action of the Commission shall be valid when authorized by a majority of those present and voting.
- (b) No new business items will be considered after 1 hour of the meeting start time.

ARTICLE V

ENVIRONMENTAL ADVISORY COMMISSION/STAFF RELATIONSHIP

It is the Town Manager's responsibility to ensure and supervise the adequate staffing and administrative support necessary for the Commission to conduct its business.

ARTICLE VI

ETHICS

The Environmental Advisory Commission is an arm of local government and deals with matters of importance and concern to local citizens. Activities of the Environmental Advisory Commission may come under close public scrutiny. It is vitally important that the Commission perform all of its activities fairly and openly without any hint of unethical conduct. The board/commission shall be knowledgeable of the requirements of the state Freedom of Information Act (Code of Virginia, § 2.2-3700 et seq.), State and Local Government Conflict of Interests Act (Code of Virginia, § 2.2-3100 et seq.) requirements, and the town's board and commission handbook.

ARTICLE VII

PROCEDURAL CHANGES

All guidelines, rules and items within the Bylaws may be amended by a two thirds vote of those present provided that five days notice of intent to amend has been provided to all Commission members.

Revised December 5th, 2023