

**BYLAWS OF THE
CHESAPEAKE ENVIRONMENTAL IMPROVEMENT COUNCIL**
Adopted August 28, 2013

Section 1.0 NAME

This organization shall be known as the Chesapeake Environmental Improvement Council (CEIC).

Section 2.0 PURPOSE

The purpose of the CEIC shall be to promote interest in the general improvement of the environment of Chesapeake, Virginia, thereby making Chesapeake a cleaner place to live.

Section 3.0 ORGANIZATION

3.1 MEMBERSHIP - The CEIC shall consist of eighteen members who shall be citizens of the City and who shall be appointed by the Mayor, and as such shall serve without compensation. All members shall be appointed for terms of three years and may serve a maximum of two consecutive terms, after which one year must elapse before reappointment to the CEIC. Any vacancy on the CEIC shall be filled by the Mayor for the unexpired term.

Section 4.0 OFFICERS

The CEIC officers shall include a Chair, Vice-Chair and Secretary. The Chair, Vice-Chair and Secretary shall be elected by the members of the CEIC at the Annual Meeting (see Section 7.0).

4.1 DUTIES OF OFFICERS

4.1.1 Chair - The Chair shall preside over all CEIC meetings; shall select all committee chair and assign all remaining council members to committees with the consent of the CEIC; and shall make such task assignments as are necessary to all members of the executive committee, comprised of the CEIC Chair, Vice-Chair and the Coordinator of Special Programs or designee. The Chair shall serve as an Ex Officio Member of all Committees except the Nominating Committee. The Chair shall serve no more than three (3) consecutive terms in that office. Term of office shall be from July 1 thru June 30.

- 4.1.2 VICE Chair** - The Vice-Chair shall act in the absence of the Chair; shall serve on the executive committee; and shall ensure that all CEIC meetings be conducted in accordance with Roberts Rules of Order, Current Edition. If the Chair becomes unable to serve during his/her term, the Vice-Chair shall assume those responsibilities for the unexpired term and will, at that time, become responsible for future member and committee Chair assignments. The Vice Chair shall serve no more than three (3) consecutive terms in that office. Term of office shall be from July 1 thru June 30.
- 4.1.3 Secretary** – The Secretary shall be responsible for keeping records of committee actions, including overseeing the taking of minutes at all meetings, social media management and outreach. The Secretary shall serve no more than three (3) consecutive terms in that office. Term of office shall be from July 1 thru June 30.

Section 5.0 COMMITTEES

The membership of the CEIC Executive Committee shall be: CEIC Chair, CEIC Vice Chair, Secretary and the Coordinator of Special Programs or designee. The CEIC Chair shall establish project committees as needed.

- 5.1 STANDING COMMITTEES** – Standing Committees of the CEIC shall be the Nominating Committee and the Tree Board Committee. The Chair shall appoint the members of the Standing Committees. The Chairs of the Standing Committees shall be appointed members of CEIC.
- 5.1.1 NOMINATING COMMITTEE** – The CEIC Chair shall appoint a Nominating Committee of no less than three (3) members in April of each calendar year. The Nominating Committee shall seek candidates for the offices of Chair and Vice Chair and present the slate of officers to the members of CEIC at the May meeting and elections will be held during the CEIC annual meeting in June. Additional nominations may be made from the floor during the election.
- 5.1.2 TREE BOARD** – The purpose of the Tree Board is to enhance the quality of life in the City through stewardship of our urban forests and community trees. The Tree Board will provide reports to the members of CEIC at each meeting and offer suggestions or recommendations to the Mayor for ways to enhance the urban forests in the City as necessary and to be considered for further action on the part of the City.

Section 6.0 VOTING

- 6.1 STANDARD** - Each member of the CEIC shall have one vote. On all voting matters, a quorum must be present and a majority vote is necessary to carry the issue.

Section 7.0 MEETINGS

- 7.1 REGULAR** - The CEIC shall meet on the fourth Wednesday of every month (except July, November, and December) at a designated time and place, unless otherwise scheduled by the Chair.
- 7.2 ANNUAL MEETING** - The CEIC shall have an Annual Meeting in June of each year, unless otherwise scheduled, for the purpose of electing officers and developing a twelve-month plan of action.
- 7.3 SPECIAL** - The Chair may call special meetings as are necessary to carry out the business of the CEIC when one weeks' written or electronic notice of the meeting is given to all members. All committee chairs shall call meetings of their committees as necessary to conduct the business of those committees.
- 7.4 ATTENDANCE** - Attendance shall be in accordance with Section 2-306 (b) of the City Code. In regard to attendance, failure of a member to attend at least seventy-five percent of the regularly scheduled meetings of the agency held within any calendar year shall automatically constitute cause for removal; provided, however, that the same requirements of notice and opportunity for hearing shall apply. (City Code Section 2-307. Removal)
- 7.5 QUORUM** - A majority of the voting members including one of the officers shall constitute a quorum for the transaction of business. It will be the responsibility of the Chair to determine that a quorum is present at the beginning of each meeting.

Section 8.0 PARLIAMENTARY PROCEDURE

All meetings shall be conducted according to Roberts Rules of Order, Current Edition. It shall be the responsibility of the Vice-Chair to observe that these rules are followed and the meeting is conducted in accordance therewith.

Section 9.0 AMENDMENTS

The bylaws of the CEIC shall be reviewed every three years by an appointed committee. Proposed amendments will be brought before the CEIC and may be adopted by a majority vote. A copy of the proposed amendments must be provided to all voting members and the Chair at least one week prior to the meeting at which the vote is scheduled. The copy of the proposed amendments can be provided by mail or electronically. Amendments shall become effective at the meeting's adjournment.

ADOPTION AND AMENDMENT HISTORY

Revision of the CEIC bylaws was adopted on August 28, 2013
Revision of the CEIC bylaws was adopted on October 26, 2016



Alden Cleanthes, Chairperson
Chesapeake Environmental Improvement Council