

Charleston Green Team By-Laws (Adopted January 18, 2022) (Revised December 18, 2024)

Purpose:

The Charleston Green Team was established on October 19, 2020 to provide recommendations to the City Administration and City Council's Environment & Recycling Committee on the sound development and management of the City of Charleston's sustainability initiatives and promoting their benefits.

Members and Officers:

The Green Team shall consist of seven (7) residents of the City of Charleston who shall be appointed by the Mayor with input from the Environment & Recycling Committee. Members shall be subject to removal by the Mayor or by the Green Team itself, by a majority vote. Members of the Green Team shall continue to serve until their replacements are appointed. All appointments to the Green Team shall be for a term of four years.

Four members of the Green Team constitutes a quorum.

No more than two residents on the Green Team may live in the same ward. No more than two members of the Green Team may be employees of the City of Charleston or elected officials with the City of Charleston. The Mayor shall appoint members who are diverse in race, gender, sexual orientation, and gender identity.

The Green Team shall elect a Chairperson, a Vice-Chairperson, and a Secretary from its membership. If any of these positions become vacant, an election to fill the position shall be held at the Green Team's next meeting, provided that all Green Team members have been informed of the vacancy at least one (1) week before such meeting. The Chair of the Environment & Recycling Committee and the Director of Public Works shall serve as non-voting *ex officio* members of the Green Team. The Green Team may also have non-voting advisors who attend the meetings, provide guidance, and serve on ad hoc committees or task groups.

Each officer is elected for a one-year term running from January to December. They are eligible to serve two consecutive terms. Elections will be held at the Green Team's December meeting.

Committees

Standing committees shall include Communications, Nominating, Grants, and Ordinance Review. The Nominating Committee shall create a slate of officers for a vote of the Green Team each December. Upon a Green Team vacancy, the committee shall select nominees to fill the vacancy and submit their bios to the full Green Team. Upon approval, those bios will be sent to the Mayor.

The Chair may create and appoint ad hoc committees and task groups as needed. The creation of additional standing committees shall require a vote of the Green Team membership.

Meetings

The Green Team shall meet at a minimum every three months at times and places to be determined by the Green Team and shall hold additional meetings as it deems necessary to perform its functions. The meetings of the Green Team shall be open to the public and posted publicly in advance of the meeting, in accordance with the West Virginia Open Governmental Proceedings Law (W.Va. Code § 6-9A-1, *et seq.*). The agendas shall be prepared by the Chairperson. The Chairperson of the Committee shall preside over all meetings, and, in the absence of the Chairperson, the Vice-Chairperson shall preside. When both the Chairperson and the Vice Chairperson are absent, the Secretary to the Committee shall preside. Minutes shall be taken at each meeting and provided to the City Clerk for archiving.

Responsibilities:

The Green Team shall:

1. Periodically, or at the request of the Mayor or the Chair of the Environment & Recycling Committee, provide advice on the development of regulations or policies that benefit or pertain to sustainability;
2. Investigate appropriate and cost-effective opportunities for implementing energy efficiency measures in all aspects of Charleston's public buildings, including benchmarking, operational changes and changes in maintenance or capital improvements;
3. Facilitate Charleston residents reducing environmental impacts through recycling, energy use, and other appropriate measures;
4. Research and facilitate the use of clean, renewable energy within the City;
5. Identify appropriate federal and state incentive and grant programs that provide opportunities for sustainability;
6. Engage in community outreach and education on sustainability initiatives and events. The Green Team shall make all of its recommendations in writing and direct them to the Mayor, the City Manager, the Director of Public Works, and the Chair of the Environment & Recycling Committee. The Green Team shall not have the authority to direct the City staff to take any action. In making recommendations, the Green Team shall provide an analysis of the estimated or potential costs and benefits of any recommended changes or policies.

Amendments and Revisions

These bylaws may be adopted, amended, or repealed by the vote of a majority of the Green Team members. Such action is authorized only at a duly called and held meeting of the Green Team for which notice of the meeting and the proposed bylaw revisions has been provided.