

**ROANE COUNTY
ENVIRONMENTAL REVIEW BOARD
BYLAWS**

ARTICLE 1 - NAME

The name of this organization shall be the Roane County Environmental Review Board (RC ERB).

ARTICLE 2 - AUTHORIZATION

The authorization for the establishment of the RC ERB is set forth in Resolution # 08-07-04, *A Resolution Re-establishing and Appointing Members to the Environmental Review Board*. The Roane County Commission adopted Resolution #09-09-11 in September 2009 amending the 2007 resolution, #08-07-04. The Roane County Commission adopted Resolution # 03-11-12 to further adjust county representation to the RCERB.

ARTICLE 3 – PURPOSE

The RC ERB organized under these bylaws shall have power to (1) identify environmental issues and recommend plans and programs to the appropriate organizations for the promotion and conservation of the natural resources and for the protection and the improvement of the quality of the environment with the objective of ensuring the protection of public health and safety, visual acceptability and long-term human and wildlife habitability within Roane County; and (2) shall advise the appropriate governmental agencies, including, but not limited, to the County Commission, county planning commission, local planning commissions, industrial development boards, and recreation and park boards.

ARTICLE 4 – MEMBERSHIP

Section 1

- The RC ERB shall be comprised consist of not less than five (5) or more than seven (7) voting general members, one County Legislative Body voting representative member, and one (1) to (2) non-voting student members. All Board members are to be nominated by the County Executive and appointed by the Roane County Commission.
- The general Board members will serve for overlapping terms of three (3) years (initially 2 members appointed for one year, 3 members appointed for two years, and

the remaining 3 members appointed for three years). All terms expire on the 30th day of July of the respective term-ending year.

- The Roane County Commission will appoint a County Legislative Body as a voting member of the RC ERB to serve concurrent with his or her term of office.
- Should the County Commission not confirm replacements for Environmental Review Board members whose terms are ending before such terms end, the terms of said incumbent members shall be automatically extended until such time as appointments are confirmed.
- The student member, if a high school student, will serve until the end of his/her senior year, or a maximum two (2) year term. The student member, if a college student, will serve until the end of his/her senior year, or a maximum two (2) year term.
- Individuals who periodically advise the RC ERB and/or periodically attend meetings for the purpose of advisement are not considered RC ERB members.

Section 2

All members (see Article 4, Section 1, above) are expected to attend scheduled, routine meetings. The RC ERB meeting minutes shall indicate when a member has not participated in three consecutive regular meetings, or fifty percent (50%) of annual meetings. The RC ERB, at its next meeting, will consider whether to recommend to the County Commission via the County Executive the removal of the oft-absent member from membership on the RC ERB.

Section 3

All members will be residents of Roane County.

ARTICLE 5 – OFFICERS

Section 1

The officers of the RC ERB shall consist of a Chairperson, Vice-Chairperson, and Recorder.

Section 2

The Chairperson shall preside at all meetings of the RC ERB. He/she shall be an ex-officio member of all committees. The Chairperson will provide RC ERB recommendations and their bases to the County Executive.

Section 3

The Vice-Chairperson shall act as Chairperson in the Chairperson's absence.

Section 4

The Recorder, with the assistance of such staff as is available, shall keep the minutes and records of the RC ERB, shall prepare the agenda of regular and special meetings under the guidance of the Chairperson, provide notice of all meetings to RC ERB members, arrange proper and legal notice of hearings, attend to correspondence of the RC ERB and such other duties as are normally carried out by a Recorder. Minutes will reflect the recommendations of the RC ERB, the bases for the recommendations and how the members present voted thereon.

ARTICLE 6 - TERMS & ELECTION OF OFFICERS

Section 1

An annual organization meeting shall be held in the month of October of each year at the time, on the date, and at the place designated by the RC ERB for a regular meeting. With a majority of the members being present and with the current year Chairperson presiding, the RC ERB will elect from its members a Chairperson, Vice-Chairperson and Recorder.

Section 2

At the meeting immediately preceding the annual organizational meeting, the Chairperson will appoint a Nominating Committee from among the members of the RCERB who are not current officers. The Nominating Committee will present the recommended slate of officers to the RCERB at the annual organizational meeting for approval.

Section 3

New officers will assume office immediately upon adjournment of the October meeting and shall serve one year or until his/her successor shall take office.

Section 4

Vacancies in office shall be filled immediately by the regular election procedure.

Section 5

Officers may be re-elected to the same position. It is encouraged for RCERB members to rotate positions from year to year.

ARTICLE 7 - MEETINGS, VOTING & QUORUMS

Section 1

Regular meetings will be held on a periodic, recurring basis at least eight times per year. The RC ERB shall establish the time(s) of day, date(s), and place(s) where the regular meetings will be held by official action. It shall be presumed that the RC ERB will hold

all of its regular meetings at the time, on the date, and at the place designated unless the Chairperson cancels or reschedules a meeting for cause and notice is given to RC ERB members. In the event of a conflict with holidays or other events, a majority vote at any meeting may reschedule a regular meeting.

Section 2

A quorum shall consist of a simple majority of the RC ERB total voting membership. A quorum is required to be present for conduct of routine business.

Participation by a supra majority of the membership, defined as a simple majority plus one (1) is required to take action on recommendations to be presented formally to the County Executive. Members who are unable to be present at the meeting at which action on a particular recommendation will be taken may indicate their voting preference via e-mail to the Recorder prior to the meeting. This vote will be announced during the conducted meeting and noted in the minutes.

Section 3

The Chairperson may call special meetings. It shall also be the duty of the Chairperson to call a special meeting within ten (10) days when requested to do so by a quorum vote majority of members of the RC ERB. The Recorder shall notify all members of the RC ERB in writing no less than seven (7) days in advance of such special meetings.

Section 4

All meetings shall be announced and open to the public.

Section 5

Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the RC ERB.

Section 6

All meetings not called to order for any reason within fifteen minutes of the time designated may be canceled.

Section 7

The Chairperson may appoint committees for specific purposes as necessary.

ARTICLE 8 - AMENDMENTS

These bylaws were initially adopted and may be amended by a supra majority vote of the voting membership of the RC ERB. Each member of the RC ERB shall receive written

notice of any proposed amendments a minimum of seven days prior to formal presentation to the RC ERB for action.

ARTICLE 9 – REPEAL of Previous Bylaws

Any bylaws that previously may have been adopted and approved by the RC ERB are hereby repealed.

Adopted by action of the RC ERB on April 2, 2015

Chairperson: _____

Recorder: _____