

Bylaws to Implement Sammamish Municipal Code Chapter 2.76

ARTICLE I: MEMBERS

The Sustainability Commission consists of seven (7) members who are appointed by the City Council.

ARTICLE II: PURPOSE

The Sustainability Commission serves in an advisory capacity to the City Council, providing guidance and recommendations in amending, interpreting, and implementing relevant policies, plans, and codes and in generally helping the City of Sammamish reach its sustainability goals. The Sustainability Commission also serves as an advisory tree board, providing advisory recommendations on draft regulations, policies, and procedures for trees in the Sammamish Community. The City Council reviews and approves all policy, plan, and code amendment recommendations provided by the Commission.

ARTICLE III: DUTIES AND RESPONSIBILITIES

The Sustainability Commission shall make reports and recommendations to the City Council concerning sustainability issues including:

1. Development and assessment of sustainability initiatives in the City.
2. Determination of priorities of sustainability work plan items within the City.
3. Review of City actions that may affect the availability and quality of environmental services in the City.
4. Identification and proposed resolution of areas of conflict between different City and community priorities related to implementation of climate actions.
5. Coordination with other agencies and organizations to pursue the goal of regional cooperation in the planning, funding, and delivery of sustainability initiatives.
6. Recommendations on community education and outreach activities designed to maximize community engagement and awareness of climate related issues and challenges.
7. Recommendations on emerging issues and concerns related to sustainability.
8. Coordination of an annual Arbor Day event.
9. Increasing community outreach and education on urban forest stewardship projects.
10. Help to achieve and maintain Tree City USA status and Growth Awards.

As an advisory board, the Sustainability Commission shall not direct significant staff work, nor is the Commission authorized to commit any funds of the City without approval from the City Council.

ARTICLE IV: OFFICERS

The elected officers of the Commission consist of a Chair and Vice-Chair. The Vice-Chair serves in the absence of the Chair. In the absence of both the Chair and Vice-Chair, the members present shall elect a Chair Pro-Tempore.

The terms of office for Chair and Vice-Chair shall be one year; for Chair Pro-Tempore, the term shall be only for the meeting at which appointed. In the event of a vacancy from office, a replacement shall be elected to serve the unexpired term of the vacant office(s).

Election Process/Timeline:

- During the latter part of January each year, the following process is conducted for the new Chair and Vice Chair positions:
 - Nominations are submitted.
 - Nominees confirmed.
 - New Chair and Vice Chair are initiated at the next regular meeting.
- One-year terms for Chair and Vice Chair take effect at the first meeting in January.
- Repeat cycle annually.

Chair and Vice Chair Duties:

- Run/Facilitate Sustainability Commission meetings in a fair, efficient, productive, and informative manner;
- Act as spokesperson to City Council and, when necessary, to the public;
- Work with Sustainability Coordinator on schedule/calendar and meeting agendas.

The Vice Chair is to attend meetings with staff and Chair and to fulfill duties of the Chair in the Chair's absence.

The Sustainability Coordinator and/or designated staff representative shall provide other staff services necessary to carry on the work of the Sustainability Commission. The Sustainability Coordinator shall act as Secretary of the Sustainability Commission.

ARTICLE V: MISSION STATEMENT

The Sammamish Sustainability Commission will develop and approve a mission statement in the first quarter of its establishment. The Commission Bylaws will be updated following a group consensus.

Mission statement: The City of Sammamish Sustainability Commission is committed to protecting the Sammamish natural environment and championing sustainable policies and practices aimed at reducing the city's carbon footprint, encouraging waste reduction, and preserving its unique natural resources for current and future generations.

ARTICLE VI: MEETINGS

The regular meetings of the Commission are normally held on the second Thursday of every calendar month at a time set in advance by the Commission to ensure reasonable public participation. Meetings are not held during the month of August, unless the commission calls for a special meeting. Staff is responsible for notice to the public and to generate and update a calendar for upcoming Sustainability Commission meetings.

If a regular meeting falls on a legal holiday, that meeting will normally be held on the 4th Thursday or on a special meeting date that is not a holiday.

At any meeting, the Commission may set a date for a special meeting. To provide adequate public notice, such special meeting shall not occur any sooner than 7 days after the Commission sets such a meeting.

All regular and special meetings of the Commission are open to the public.

ARTICLE VII: AGENDA AND STAFF REPORTS FOR MEETINGS

A copy of the agenda and accompanying materials for each meeting should be provided to each member not less than four (4) business days prior to the date of the meeting.

Proposed additions to an upcoming meeting agenda shall be submitted to the Chair for consideration. Submissions must be received by close of business the Monday of the meeting week. Additions to an agenda may also be considered during a meeting under “approval of agenda.”

ARTICLE VIII: MINUTES AND RECORDS

The approved action minutes and video recording serve as the record of actions taken. The proposed final minutes will be distributed to the entire Sustainability Commission for review. Approval will occur at a subsequent Sustainability Commission meeting.

ARTICLE IX: PUBLIC INVOLVEMENT

Public comment at the beginning of each meeting is limited to three minutes per individual. At the end of public comment and at the discretion of the Chair, the Commission may ask questions.

ARTICLE X: PUBLIC STATEMENTS FROM THE COMMISSION

Any member of the Commission has a right to express personal views and opinions, and it is encouraged that such views and opinions be communicated in a respectful manner consistent with the City's adopted Code of Conduct. Comment delivered from the dais shall be relevant to the topics under discussion and shall not create a new topic of discussion that is not already on the agenda. Statements representing the views or recommendations of the Commission must be authorized by a majority or consensus of the Commission. Consultation with staff on messaging is required. Minority views or positions may be conveyed as well.

ARTICLE XI: CONFLICT OF INTEREST

If an actual or perceived conflict of interest exists that affects the work of the Commission, it is each member's responsibility to openly describe the issue, and the Commissioner with a conflict is required to not participate in any subsequent Commission deliberation or voting on the subject.

ARTICLE XII: ORDER OF BUSINESS

The Chair may adjust or amend the order of business as needed. The regular meetings normally use the following format;

- Call to order
- Roll call
- Approval of Agenda
- Approval of Minutes

- Review of Sustainability Commission Work Program Calendar
- Public Comment
- Old Business (If carried over from a previous meeting)
- New Business
- Adjourn

The Chair should conduct meetings in an open, fair, and transparent manner. In the event of a procedural question, the Chair may refer to Roberts Rules of Order for guidance.

ARTICLE XIII: ATTENDANCE

Each Sustainability Commission member should strive to attend all Commission meetings, to read materials beforehand, and to participate fully.

Except in instances of sudden illness or other unforeseen hardship, members should advise the staff and the Chair/Vice Chair, of their intended absence two hours prior to the start of the meeting. Excused absences will be noted for the record at the roll call.

ARTICLE XIV: RECOMMENDATIONS OF THE COMMISSION

The Sustainability Commission's goal is to provide a consensus recommendation to the City Council. When a consensus cannot be reached, a majority vote is taken. Minority positions may be conveyed as well. Although a minority position may be conveyed, it is not staff's role to draft minority reports on behalf of an individual or a group of commissioners.

To document the actions taken by the Sustainability Commission, staff will prepare a written statement or memorandum, including the facts, findings, and rationale for the final recommendations. This statement is then signed by the Chair of the Sustainability Commission whose responsibility it is to present the recommendations to the City Council on behalf of the Sustainability Commission. Minority positions should provide their own analysis, which can be added as an exhibit.

ARTICLE XV: DEFINING SUCCESS

The Sustainability Commission has identified the following standards for use in determining success:

1. The public process should be transparent and fair, and outreach should use a variety of media types so that all interested parties have the chance to participate.
2. All participants should have a chance to offer comments and suggestions. Meetings should be conducted in a productive, efficient, and respectful manner.
3. The Sustainability Commission's submission to the City Council should contain a statement of findings and facts, a summary of viewpoints received by the Commission during the public comment process, and a set of recommendations along with the rationale behind those recommendations.
4. The Sustainability Commission's process and products should be thorough, such that the City Council is able to take action on the recommendations without the need for substantial further research or fact-finding work. The recommended regulations should be easy to read and implement.

ARTICLE XVI: CODE OF ETHICS AND CODE OF CONDUCT

In a unanimous decision, the Sammamish City Council approved a new Code of Ethics and Code of Conduct that will govern the behavior of Council members and appointees serving on all boards and commissions within the city. The new codes aim to promote integrity, transparency, accountability, and professionalism in city government.

All Council members, board members, and commissioners will be required to read, sign, and abide by the codes, which outline expectations for ethical behavior and standards of conduct. The codes also establish a process for addressing violations and potential conflicts of interest.

Bylaws adopted by the Sustainability Commission on April 11, 2024.