

## ARLINGTON ENERGY COMMITTEE

BY-LAWS MAY NOT CONTRADICT THE TOWN OF ARLINGTON, VERMONT, POLICIES OR PROCEDURES.

**PURPOSE OF THE COMMITTEE** The mission of the Arlington Town Energy Committee is to assist Arlington residents, businesses, schools, and government in reducing energy consumption and costs through conservation, increased energy efficiency, conversion to renewable energy sources, and promotion of energy education and awareness. The committee will assist the Town Energy Coordinator, Town Administrator, and any designated agent thereof, in planning and carrying out projects to advance these goals and will serve as a resource to the Town on energy-related issues.

### 1. MEMBERSHIP

A. The Select Board shall appoint not more than 7 members to the committee. Four members shall have 1-year terms, and three members shall serve 2-year terms. Terms shall be from appointment until April 1 of the following calendar year.

B. Voting members must be residents of the Town of Arlington, Vermont. Members serve at the pleasure of the Arlington Select Board.

C. Membership is voluntary and is uncompensated monetarily.

D. A chairperson will be elected by a simple majority of the committee to serve without term limit.

E. A secretary will be elected by a simple majority of the committee to serve without term limit.

### 2. OFFICERS' DUTIES

A. The Chair Shall:

i. Call regular meetings.

ii. Create an agenda.

iii. Distribute agenda no less than 3 calendar days prior to each scheduled meeting.

iv. Preside over meetings. In the event of absence of the Chair, the Chair may designate another member to preside.

v. Provide reports, as needed.

vi. Introduce new committee members.

vii. Send approved minutes from committee meetings to the Town Clerk

B. The Secretary shall:

i. Take accurate minutes, including attendance records, of each committee meeting.

ii. Submit draft of minutes to committee members no less than 4 days after the subject meeting.

iii. Present final draft of minutes to committee for majority approval at regular meetings.

### 3. MEETINGS

- A. The committee will meet on dates determined by a simple majority vote of the membership.
- B. Special meetings may be called by the Chair, as needed.
- C. All committee meetings will be open to the public. Public comment periods shall be inferred to be included with all agenda items, and a public comment period related to items not on the agenda shall be included on all meeting agendas. The chairperson shall determine when the appropriate time for public comment related to any particular agenda item is heard, including prior to, in conversation with, or after, presentations and comments by the committee and/or by nonmember speakers.
- D. Robert's Rules of Order will be generally followed, subject to the pleasure of the Chair. The Chair, with advice of the Energy Coordinator, shall make effort to ensure discussion stays on duly warned topics on the agenda.
- E. The Committee may engage in projects with non-members, including other Arlington residents, members of other energy committees, and the general public, acknowledging that the committee has no authority to authorize the spending of Arlington municipal or other funds. The committee shall refrain from jointly commenting as a body to other government entities unless explicitly authorized by the Select Board.
- F. Actions of the Energy Committee may in no way be interpreted as to require action of the Select Board or Town staff for any reason, although the Select Board may affirm actions recommended by the Committee at its sole discretion.

#### 4. ATTENDANCE

- A. Members should attend no less than 70% of the meetings held by the committee.

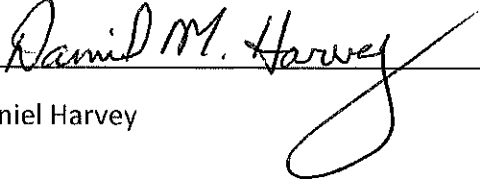
#### 5. VOTING

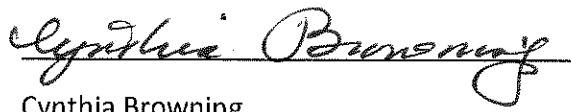
- A. A quorum will consist of 50% of the active members of the committee, as determined by the Chair.
- B. Voting may be completed in person or via teleconferencing software. Proxy voting shall not be allowed under any circumstance.
- C. Members who may have conflicts of interest pertaining to a recommendation of the committee will be recused from voting on that topic.


6. AMENDMENTS A. Committee by-laws may be amended, from time-to-time, by the Town Select Board, in consultation with the Energy Coordinator and/or the Energy Committee as a whole.


7. SEVERIBILITY If any provision of this by-law or the application hereof to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the rules which can be given effect without the invalid provision or application. For this purpose, this by-law policy is severable.

For the Arlington Select Board:

  
Daniel Harvey

  
Cynthia Browning

  
Todd Wilkins

  
Glenn Sherman

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Jamie Paustian

Approved 6/27/2022