Sustainability and Climate Commission

Bylaws Committee proposal

Purpose: The Bylaws Committee will amend the bylaws proposal by City staff, except for the bylaws language that comes directly for Portland City Code Chapter 3.136 and state law. Bylaws drafting and adoption are an opportunity for the Sustainability and Climate Commission to define its own ways to conduct itself.

Membership: The Bylaws Committee must consist of at least five commissioners and no more than 10, not including alternates.

Meetings: The Bylaws Committee will meet monthly with both in-person and online options and will be required to be on Zoom regardless of if they are in-person or online only. Meetings are open to the public, including time for public comment, will be recorded and posted, and are subject to all public meeting laws.

The Bylaws Committee must:

1. Elect committee leadership.

2. Hold work sessions to amend the proposed bylaws from City staff.

3. Include the following work session topics, Commission: purpose, members and terms, processes for powers and duties, procedures and meetings, leadership, and relationships to the Chief Sustainability Officer and other relevant City staff.

4. Provide regular updates to the full Sustainability and Climate Commission.

5. Bring their final bylaws to the full Commission for consideration.

City staff roles:

1. Chief Sustainability Officer: The Chief Sustainability Officer sets committee agendas. Bylaws are subject to Chief Sustainability Officer review and approval.

2. City Attorney: Bylaws are subject to legal review and approval.

3. Sustainability and Climate Commission Coordinator: The Sustainability and Climate Commission Coordinator compiles the initial and subsequent bylaws draft from City Code, state law, Commissioners' input, and Bylaws Committee work sessions.

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