

## **Stoughton Energy and Sustainability Committee Bylaws**

### **I. Mission & Purpose**

The Stoughton Energy & Sustainability Committee (ESC) is a volunteer citizen's advisory group to the Town of Stoughton's Board of Selectmen (BOS) focusing on issues pertaining to energy consumption, greenhouse gas (GHG) monitoring, water consumption, resource conservation, and recycling. The ESC was formed in October 2009 to assist the town in the following activities:

- A. Prepare the town to meet the GHG and energy reduction goals required by state and federal policies;
- B. Position the town to take advantage of available funding and incentive programs to reduce fossil fuel use, adopt alternative energy technologies, conserve resources, and improve recycling rates;
- C. Assist the town in reducing the costs associated with inefficient energy use; and
- D. Serve as a resource for town residents and agencies about sustainability, climate change, and energy and resource conservation.

The ESC will meet periodically with the BOS to provide updates and advice and to seek information and guidance as needed.

### **II. Membership**

ESC membership is open to all Stoughton residents, with a maximum membership of eight. Those residents interested in joining the ESC should attend at least one meeting and must submit a written request for membership to the committee, expressing their interest and qualifications. If the eight-member maximum has not been reached, committee members will vote on whether to accept the request. If the majority vote is favorable, the prospective member will submit a written request to the BOS. The BOS will ask each candidate to appear before it at a regularly scheduled board meeting, at which BOS members may ask questions and will render their decision on whether to grant the request.

When the eight-member maximum has been reached, membership terms will be ongoing and do not require a new vote. If a member wishes to resign, he/she should submit a letter of resignation to the ESC Chair.

### **III. Meetings**

The ESC meets the first and third Wednesday of each month, 7:00 p.m. to 8:30 p.m., at the Stoughton Town Hall or other suitable location as directed by the Town Clerk's office. Members may vote to amend this schedule, including temporarily, depending on committee business and member availability. All meetings are open to the public, in accordance with the Massachusetts Open Meeting Law (M.G.L. c. 30a, Sections 18-25). Meeting date and time requests and agendas are submitted in advance to the Town Clerk no later than two working days before the scheduled meeting. A quorum of at least 50% of the membership is required for a meeting to be considered official and to conduct votes.

Although membership is voluntary, members are expected to make a good faith effort to attend every meeting and should notify the ESC Chair if unable to attend.

### **IV. Officers**

The ESC has three elected officers: Chair, Vice Chair, and Secretary. Elections are held annually at the second meeting in September, with nominations for officer positions made at the last meeting in August. Each member has one vote, and officers must be elected by majority vote of those members present. If an officer steps down from his or her office during the year, new elections shall be held at the first meeting after the officer has stepped down.

## **V. Officer Responsibilities**

### **A. Chair:**

1. Preside over ESC meetings
2. Set meeting agenda
3. Serve as primary ESC liaison and point of contact with BOS, Town Manager and other town staff, School Superintendent, and School Committee
4. Serve as primary ESC point of contact and spokesperson with external entities
5. Provide leadership and coordination for ESC initiatives
6. Delegate tasks to other committee members as needed

### **B. Vice Chair:**

1. Preside over ESC meetings in Chair's absence
2. Assist Chair with setting agenda and with other committee responsibilities as needed
3. Submit meeting requests and agenda to Town Clerk when Secretary is not available

### **C. Secretary:**

1. Submit meeting requests and agenda to Town Clerk
2. Record and retain meeting attendance and minutes
3. Distribute draft minutes to members for review and approval
4. Revise minutes as needed
5. Submit approved minutes to Town Clerk and Town Webmaster
6. Submit bylaws and amendments to Town Clerk, Town Webmaster, and Board of Selectmen

## **VI. Supporting Members**

In addition to elected officers, other ESC members will serve in various supporting roles depending on committee needs and priorities as well as member interest and expertise. These roles may include, but are not limited to, the following:

- A. Website/Social Media Coordination: Maintain and update ESC website and social media accounts
- B. Communication & Outreach: Write and submit articles and notices to local media outlets
- C. Membership: Recruit additional members for committee
- D. Serve as liaison with external entities at Chair's request

## **VII. Standards of Conduct**


All ESC members must comply with Massachusetts conflict of interest laws for state and municipal employees and officials (M.G.L. c268A) and are required to take and pass the State Ethics Commission online training program when first appointed to the committee and then every two years thereafter. Upon completion of the training, members must print their certificate and submit it to the Town Clerk. Members will act at all times in the best interest of the town and will be expected to avoid any actual or perceived conflicts of interest.

## **VIII. Amendments**

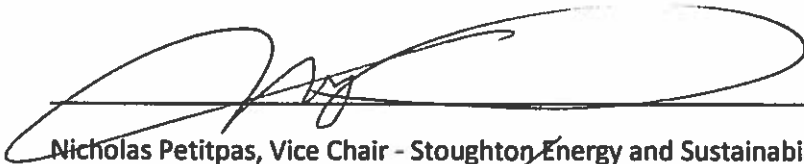
Amendments to these bylaws shall be by two-thirds vote of ESC members. Amended bylaws shall be submitted to the Town Clerk and Board of Selectmen.

**IX. Certification**

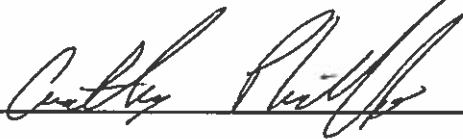
We, the undersigned officers of the Stoughton Energy and Sustainability Committee (ESC), certify that the above bylaws have been adopted by unanimous vote of ESC members as the bylaws of the ESC on the 10<sup>th</sup> day of August, 2016.



Nathan Cleveland, Chair - Stoughton Energy and Sustainability Committee



Nicholas Petipas, Vice Chair - Stoughton Energy and Sustainability Committee



Anthony Phillips, Secretary - Stoughton Energy and Sustainability Committee