

**BOROUGH OF EMERSON**  
**ENVIRONMENTAL COMMISSION**  
**BYLAWS**

**ARTICLE I**

**STATEMENT OF PURPOSE**

The purpose of the Emerson Environmental Commission is to educate and advise the community and to organize and sponsor projects that will benefit the Borough's environment. Its actions are guided by State Statute, Borough ordinances and the knowledge and expertise of its members. The Commission achieves this purpose through monthly meetings and by working in partnership with the Mayor and Council, other boards and commissions, and residents of the Borough of Emerson.

**ARTICLE II**

**MEMBERS**

Section 1. The Commission shall consist of seven (7) regular members appointed by the Mayor and shall include one member of the Land Use Board or a member will be included on the Land Use Board. Each shall be a resident of the Borough of Emerson and shall be appointed for a term of three (3) years, except when appointed to fill the vacancy of an unexpired term.

Section 2. The Mayor shall appoint two (2) alternate members to the Commission, who shall be residents of the Borough of Emerson. Alternate members shall be designated at the time of appointment by the Mayor as "Alternate No. 1" and "Alternate No. 2." The terms of the alternate members shall be for two (2) years, except that the terms of the alternate members first appointed shall be two (2) years for Alternate No. 1 and one (1) year for Alternate No. 2, so that the term of not more than one alternate member shall expire in any one year. A vacancy occurring otherwise than by expiration of term shall be filled by the Mayor for the unexpired term only. An alternate member may participate in discussions of the proceedings, but shall not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote first.

Section 3. The Mayor shall appoint at least one (1) student as a non-voting member of the Commission, who shall be a resident of the Borough of Emerson and whose term shall end on December 31 of the year appointed. The duties of the student member shall be determined by the members of the Commission.

Section 4. Where a vacancy on the Commission occurs other than by expiration of a term, the vacancy shall be filled by an appointment by the Mayor for the remainder of the unexpired term only.

Section 5. Any regular or alternate member who wishes to resign from the Commission shall do so by notifying the Mayor in writing and the Mayor will notify the Commission Chairperson.

### **ARTICLE III**

#### **OFFICERS**

Section 1. At the governing body's annual reorganization meeting or whenever the position is vacant, the Mayor shall designate one (1) of the regular members of the Commission to serve as Chairperson. The member shall serve until the end of the calendar year, he/she resigns or is removed from the Commission, or he/she resigns as Chairperson.

Section 2. As with all other regular members, the Chairperson shall not be prevented from discussing or voting on any issue that appears before the Commission. He/she shall have the authority to sign vouchers and to make Commission decisions subject to prior ratification by Commission members at a Commission meeting. He/she shall also have the authority to appoint members of standing and special committees, subject to approval by Commission members; to cancel or postpone meetings due to lack of a quorum, inclement weather or natural or man-made emergencies; and to call special meetings when required.

Section 3. The Chairperson may, at any time, resign from his/her position as Chairperson without losing his/her membership on the Commission. He/she shall make his/her decision known by notifying the Commission at a Commission meeting and by notifying the Mayor in writing.

Section 4. At the January meeting, or whenever the position is vacant, the Commission shall elect a Vice-Chairperson. The Vice-Chairperson shall act as Chairperson in the absence or inability of the Chairperson or when the Chairperson's position is vacant. The Vice-Chairperson shall continue to serve in that position until the end of the calendar year, until he/she resigns or is removed from the Commission, or until he/she resigns as Vice-Chairperson. The Vice-Chairperson may resign at any time by notifying Commission members at a Commission meeting.

Section 5. When, at the scheduled start of a Commission meeting, the Chairperson is absent and the position of Vice Chair is vacant, the Secretary shall conduct an election of a Vice-Chairperson. The duly elected Vice Chairperson shall preside over the remainder of the meeting or until the arrival of the Chairperson, if appointed.

Section 6. When, at the scheduled start of a Commission meeting, both the Chairperson and Vice Chairperson are absent, the Secretary shall conduct an election of a Chair pro tem. The Chair pro tem shall preside over the meeting until the arrival of the Chairperson or Vice Chairperson, or until the adjournment of the meeting.

Section 7. A Secretary shall be appointed by the Environmental Commission. He/she shall: record the minutes of all meetings; keep the attendance record; send out meeting notices and agenda; order publications as required by the Commission; send communications from the Commission to other commissions, boards and elected officials; send out meeting notices and agenda; maintain a roster of the membership; maintain current, accurate copies of all organizational documents; make the minutes and organizational documents available to Commission members within a reasonable amount of time, when requested; send letters of response to Borough residents as directed by Commission members; and call the roll when required. In the absence of a secretary, a secretary pro tem may be appointed by the Commission, who may also be a member of the Commission but shall not receive remuneration and who shall perform all the duties of the Secretary.

## **ARTICLE IV**

### **MEETINGS**

Section 1. Generally, meetings shall be held on the fourth (4<sup>th</sup>) Wednesday of each month in the Council Chamber of Borough Hall. The Secretary shall cause the schedule of meetings to be published in a local newspaper of general readership each year prior to the January meeting. The Commission may, by simple majority, vote to hold the meeting at some other time and place as meets the convenience of the Commission. If such action is taken so as to conflict with the published schedule of meetings, a public notice of such change shall be published in a local newspaper of general readership.

Section 2. A special meeting, not on the list of scheduled meetings, may be held upon the call of the Commission Chairperson, provided he/she has first contacted all Commission members to ensure that a quorum of the membership will be present. The Secretary shall cause the time, date, location and, to the extent known, the agenda of the special meeting to be published in two local newspapers of general readership at least 48 hours before the meeting and shall contact all Commission members to confirm the scheduling of the meeting at least 24 hours before its commencement. In addition, the Secretary shall cause the notice to be displayed in at least one public place and shall file the notice with the municipal clerk.

Section 3. A quorum shall consist of four (4) members if all positions on the Commission are filled. A simple majority of the total number of regular members officially appointed shall constitute a quorum should the full seven (7) regular members not be appointed on the date of any given meeting. The presence of an alternate member, or alternate members, should two (2) be appointed, shall count in the determination of a quorum should any of the regular members not be present at the start of a Commission meeting.

Section 4. The regular meeting in January shall be known as the Reorganization Meeting and shall be for the purpose of approving the bylaws that will govern the Commission's conduct for that calendar year, electing the Vice Chairperson for that calendar year, appointing or reappointing standing committee members for that calendar year, and any other business that may arise.

## ARTICLE V

### STANDING COMMITTEES

Section 1. At the Commission's January meeting, the Chairperson shall appoint the members of each standing committee, subject to approval from the other Commission members present.

Section 2. A Commission member may resign from a standing committee by stating his or her intention at a Commission meeting. A vacancy on a standing committee shall be filled as soon as possible by the Commission Chairperson, in the same manner as the original appointment.

Section 3. The Community Garden Committee shall consist of up to three (3) members from the Commission and be responsible for fostering a community of gardeners, determining the conditions for membership (residence, agreement with established rules), plot assignments, and ensuring the garden's maintenance needs are met.

Section 4. The Fundraising Committee shall consist of up to three (3) members from the Commission and be responsible for researching and applying for grants as well as organizing other means of financial assistance as the Commission deems necessary to help fund its programs and projects. The committee shall be responsible for providing information to fill out grant proposals for the purpose of receiving funding and may act as the contact representative from the Commission, including the Chairperson in all communications.

Section 5. The Community Engagement Committee shall consist of up to three (3) members from the Commission and be responsible for sponsoring, organizing and directing environmental programs, such as Emerson Earth Month celebrations and Town wide garage sale and working with the Communications committee to publicize such programs and events. The committee may also recognize contributions to the conservation, beautification and environmental protection of the Borough of Emerson, by means of regular awards in a form suitable for display at the improvement and by presenting proclamations honoring worthy individuals.

Section 6. The School Engagement Committee shall consist of up to three (3) members from the Commission and be responsible for working in conjunction with administrators and educators in the Borough's public schools, to help promote environmental education and to assist with the planning and implementation of environmental projects and programs. In addition, the committee will oversee the student liaison program and any other student programs that the Commission may introduce.

Section 7. The Communications Committee shall consist of up to three (3) members from the Commission and be responsible for advertising, preparing, printing and distributing books, charts, maps, plans and pamphlets, and utilizing various forms of electronic communication which, in its judgment, it deems necessary for its purposes.

Section 8. The Emerson Woods Preserve Committee shall consist of up to three (3) members from the Commission and be responsible for its use, maintenance and restoration as stipulated by 200-14. A summary of responsibilities is provided below:

- A. The Environmental Commission shall make an annual assessment of the property prior to December 1 of each year and shall report its findings in written form to the Mayor and Council.
- B. Regular monitoring and assessment of the property's condition.
- C. Sponsoring, organizing and engaging in cleanups of the property.
- D. The placement or replacement of markers, signs, notices, placards, etc., anywhere on the property.
- E. The eradication of nonnative or invasive native plant species and the restoration of native plant species.

## **ARTICLE VI**

### **SPECIAL COMMITTEES**

Section 1. The Commission Chairperson may create such special committees to carry on the work of the Commission as he/she deems necessary. The duties of the special committee shall be clearly expressed in writing, and its existence shall end with the termination of the assigned task or project.

Section 2. The Chairperson shall appoint the members of each special committee, subject to the approval of Commission members present at a Commission meeting.

Section 3. A Commission member may resign from a special committee by stating his or her intention at a Commission meeting. A vacancy on a special committee shall be filled as soon as possible by the Commission Chairperson, in the same manner as the original appointment.

## **ARTICLE VII**

### **PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not covered in these bylaws.

## **ARTICLE VIII**

### **AUTHORITY OF STATE AND MUNICIPAL LAW**

Nothing in these bylaws shall be construed to contravene any New Jersey State Statute or regulation, or any ordinance of the Borough of Emerson.

## **ARTICLE IX**

### **AMENDMENT OF THE BYLAWS**

These bylaws may be amended by a 2/3 majority vote of Commission members present at a Commission meeting, provided ten day written notice of the proposed changes shall have been given to all regular and alternate members of the Commission.