

# Melrose Energy Commission By-laws

Adopted 9/18/08

## Article 1: Names and Definitions

The name of the organization is the Melrose Energy Commission (MEC).

## Article 2: Purpose

The purpose of the MEC is to help the City of Melrose and its citizens save energy. By so doing, the MEC helps to lower energy and utility bills, thus saving money for the City and its citizens. Equally important is the long-range impact of reduced emissions that result from decreased energy consumption. By helping Melrose and its citizens reduce energy consumption, the MEC is contributing tangible and positive steps toward lessening the harmful effects of global warming and climate change.

The MEC achieves its mission by promoting energy conservation, energy efficiency and renewable energy within municipal government as well as educating and engaging residents and businesses in similar activities throughout the community.

## Article 3: Meetings

The MEC meets monthly at a time and location to be determined by the Chair and its members.

## Article 4: Membership Requirements

1. Members must live or work in Melrose
2. Members must demonstrate experience or an interest in participating in activities pertaining to energy usage, energy efficiency, energy and environmental policy or climate change
3. The MEC extends an open invitation to one or more representatives of City government for full participation on the MEC.
4. Membership responsibilities
  - a) MEC members are expected to attend monthly meetings.
  - b) MEC members must notify the Chair or another officer if he/she will be absent from a meeting. If absent for three consecutive meetings, a member must have an approved leave of absence (as ratified by the MEC) to maintain membership.
  - c) MEC members must actively participate on an MEC subcommittee or in an MEC-approved project.

## Article 5: Quorum and Voting

Five (5) MEC members must be present to constitute a quorum. In absentia, members may submit input via e-mail or previous telephone conversations but such participation does not contribute to the quorum. A simple majority of members present is required for a motion to pass. Members not present may vote by granting written proxies to members present at the meeting.

Such written proxies must be delivered to the secretary by mail or email prior to the meeting. Written proxies do not count toward meeting the quorum requirement.

**Article 6: Officers**

The MEC will have four officers:

- Chair
- Vice Chair
- Secretary
- Communications Coordinator

Duties for these officers include, but are not limited to, the following:

***Chair***

- a) Develop an agenda for each monthly MEC meeting
- b) Preside over the meeting, ensuring that agenda items are discussed and addressed appropriately
- c) Monitor the work of subcommittees
- d) Serve as the "voice" of the MEC in press releases and other public statements
- e) Serve as the primary contact for city officials
- f) Serve as the primary contact for new members
- g) Delegate other responsibilities as necessary

***Vice Chair***

- a) Substitute for the Chair in any of the above activities when the Chair is unavailable
- b) Chair at least one subcommittee

***Secretary***

- a) Take meeting minutes and distribute to members for approval
- b) Finalize meeting minutes and post in the MEC e-mail account
- c) Record nominations of officials and voting results
- d) Record proposal initiations and voting results
- e) Maintain active email distribution list(s) of members and other parties interested in receiving updates on MEC activities

***Communications Coordinator***

- a) Promote MEC work by submitting press releases to media outlets
- b) Promote MEC events with posters and other publicity materials
- c) Take photos (or arrange to have photos taken) of MEC events
- d) Maintain the MEC section of the City of Melrose Web site

- e) Respond promptly to inquiries arising via telephone or emails to the MEC web and email sites.
- e) Develop and maintain an MEC Fact Sheet and list of members (including brief bios)
- f) Write, edit and maintain any other MEC documents as requested by MEC members

Officers serve a term of one year, the term beginning with the September meeting unless otherwise scheduled. A simple majority is necessary for election. The Chair and Vice Chair are eligible to be re-elected for two additional consecutive terms for a total of three (3) consecutive years. The Secretary and Communications Coordinator may serve an unlimited number of terms.

#### **Article 7: Proposal and Approval of New Projects**

A simple majority is necessary to initiate a new project. In order for such a vote to be taken, the new project must be placed on the meeting agenda by the MEC Chair. Proposals should be submitted to the MEC Chair at least one week prior to the monthly meeting.

#### **Article 8: Subcommittees**

1. Subcommittees will be established to work on MEC-approved projects. A subcommittee will consist of at least two MEC members.
2. Subcommittees may be created or terminated by majority vote.

#### **Article 9: Admission of New Members**

Prospective members are invited to attend MEC monthly meetings. Prospective members are encouraged to discuss MEC projects or proposals in which they have interest. After attending two meetings, the MEC officers, in consultation with other MEC members, may extend an invitation to a prospective member to become a formal member of the MEC.

#### **Article 10: Public Participation**

Members of the public are invited to attend MEC meetings and/or to volunteer on MEC projects and subcommittees.

#### **Article 11: Changes to By-laws**

A 60 percent majority of the full membership is necessary to adopt changes to the by-laws.