

NEWTON CITIZENS COMMISSION ON ENERGY

BY-LAWS

The Newton Citizens Commission on Energy, noted in these By-Laws as Commission, is established in accordance with City of Newton, Massachusetts, Board of Alderman Docket item #519-75 and article -XXIII of the Newton City Ordinances, enacted October 24, 1979.

ARTICLE I. - Membership

Section A -Members

Regular members of the Commission are as established by Ordinance, and are hereinafter referred to as members.

Section B -Associate Members

Associate Members shall be persons whose interests are in the field of energy and conservation or related areas, and are hereinafter referred to as associates.

ARTICLE II. Officers

only regular members may be elected officers of the Commission. The officers and their duties are as follows:

Section A -Chairman

- 1 -Preside at all meetings.
- 2 -Represent the Commission and act as official spokesman.

Section B -Vice Chairman

- 1 - Assume the duties of the Chairman in his absence.

Section C -Recording Secretary

- 1 - Keep recording of all meetings.
- 2 - Record all votes.
- 3 - Prepare a written summary of each meeting for distribution to members
- 4 - Receive requests for agenda items.
- 5 - Prepare and send a written agenda to members five days in advance of each meeting.

Section D -Corresponding Secretary

1 -Prepare external communications and maintain correspondence and records relating thereto.

SECTION E -Treasurer

1 - Receive and keep records of financial materials involving the Commission.

ARTICLE III: Terms of Office

Section A -Members: as established by Ordinance.

Section B - Officers:

- 1 - Terms shall be for two years and expire December 31 of the second full year or until their successors are elected and qualified.
- 2 - A majority of the votes cast shall be required for election.
- 3 - With the exception of the office of Chairman, upon a unanimous vote of the members present, a member may be elected to two offices for a single term.

Section C - Associates shall be appointed upon an affirmative vote of six or more members for terms of two years.

ARTICLE IV: QUORUM

Four Commission members constitute a quorum except for the elections of officers for which five members shall constitute a quorum. A lesser number may meet for informational discussion purposes only, but may not vote on any Commission business.

ARTICLE V: Voting

Section.A - All members shall have an equal vote on all matters before the Commission.

- 1 - Unless otherwise provided, three affirmative votes or a majority of those present and eligible to vote, whichever is greater, shall be required to pass any matter before the Commission.
- 2 - In the event of a tie vote, a motion shall be considered to have failed.
- 3 -Officers shall be elected by a closed ballot. In the event that no candidate receives a majority of votes cast, the candidate receiving the fewest votes shall be dropped from consideration and the balloting shall continue for an additional round.
- 4 - Unless otherwise provided all votes shall be a show of hands.

Section B - Proposals

All nominations for office and proposed By-Law changes shall be made at a meeting of the Commission to be voted on at the next regular meeting of the Commission. Notification of all members shall be made by mail of the nominations or proposals. Members not able to attend the next meeting may submit their vote by mail in a sealed ballot to either the Chairman or Corresponding Secretary. The act of opening the sealed ballot at the meeting shall be counted as the so-voting member having been present and part of the quorum count.

Section C -Associates may speak but not vote except on special committees of which they are members.

ARTICLE VI: Special Committees

- 1 - Special committees may be established and terminated as required by the Commission upon a regular vote.
- 2 - Special Committees shall be headed by a Member or an Associate Member of the Commission.
- 3 - Recommendations from Special Committees shall become effective only upon their acceptance by the Commission.

ARTICLE VII: Parliamentary Authority

Section A Authority

Robert's Rules of Order, Newly Revised, shall govern the Commission in all cases in which they are applicable, in which they are not inconsistent with these By-Laws and any special rules of order this Commission may adopt.

Section B Suspension

These rules may be suspended by a unanimous vote of the Commission members present.

ARTICLE VIII: Amendment(s)

Amendments to these By-Laws shall be proposed in writing and voted on at the next meeting after their presentation. Six affirmative votes shall be required for passage of any amendment.

ARTICLE IX: Acceptance

These By-Laws shall become effective upon acceptance by six or more members.

(Approved 9 -0 on 1-14-80)