

**BYLAWS
OF THE
SOMERSET COUNTY ENERGY COUNCIL**

ADOPTED BY THE SOMERSET COUNTY BOARD OF CHOSEN FREEHOLDERS
ON SEPTEMBER 18, 2007 AND AMENDED FEBRUARY 25, 2014 VIA RESOLUTION NO. 14-108
AND SEPTEMBER 26, 2017 VIA RESOLUTION NO. R17-733

ARTICLE I

Name

Section 1. This organization shall be known as the Somerset County Energy Council.

ARTICLE II

Section 1. Purpose and Function

Introduction In accordance with the provisions of N.J.S.A. 40:20-80, and amendments and modifications thereto, the Somerset County Board of Chosen Freeholders established on September 18, 2007 the Somerset County Energy Council in order to act as advisory council to the Somerset County Board of Chosen Freeholders. The Somerset County Energy Council is intended to advise the Board of Chosen Freeholders and to advocate for the energy efficiency and conservation in promoting public understanding of opportunities and choices at hand regarding energy issues.

The purpose of the Somerset County Energy Council is to

- a. recommend alternative energy, energy conservation, resiliency and other sustainability initiatives;
- b. promote an environmentally sustainable and responsible future;
- c. establish partnerships between government and the private and non-profit sectors that serve to advance the Mission Statement;
- d. leverage alternative energy sources and energy saving strategies to foster economic development and growth;
- e. Provide information that empowers community leaders so they can advocate for and adopt advanced energy initiatives and strategies dedicated to sustainability and public health protection;
- f. educate citizens and County-based businesses to enhance receptivity and ensure active participation;
- g. provide technical and policy guidance to the Board of Chosen Freeholders;
- h. maximize the use of Somerset County's natural and other resources to achieve alternative and more sustainable energy production and reduced energy consumption; and
- i. advocate and implement sustainable building design and

advance related County programs

- j. To recommend public policy and legislative positions that serve to achieve the vision and Mission Statement, especially as it relates to optimal sustainability practices

ARTICLE III

Organization

Section 1. Appointment of Members

A. The Somerset County Board of Chosen Freeholders shall appoint members to the Somerset County Energy Council which consists of at least nine (9) members but no more than eleven (11) members. All members must be County employees, residents of Somerset County or employees of organizations/companies located within Somerset County and shall be selected with due regard to their knowledge and interest in energy efficiency and conservation; and in promoting public understanding of the opportunities and choices at hand regarding energy issues.

Section 2. Term of Members

- A. The term of appointment shall be for three (3) years.
- B. One-Third of the term shall expire each year, assuring a continuity of membership.
- C. A vacancy shall be filled by appointment by the Board of Chosen Freeholders for the duration of any unexpired term.
- D. Terms for the initial appointments shall be that three to five (3-5) members shall be appointed for three (3) years; three (3) members shall be appointed for two years; and three (3) members shall be appointed for one year.

Section 3. Officers

- A. The officers shall be the Chairperson, Vice Chairperson and Secretary. They shall perform the duties as prescribed by these Bylaws and the parliamentary authority adopted by the Somerset County Energy Council. The Freeholders shall appoint every January the Chairperson of the Somerset County Energy Council who shall serve for a term of one (1) year.
- B. The Chairperson will be eligible to vote and shall have the following duties and responsibilities:

1. To preside at all meetings of the Somerset County Energy Council.
 2. To call special meetings of the Somerset County Energy Council.
 3. To appoint members to standing, ad hoc, and special committees.
 4. To appoint the chairpersons for all committees of the Somerset County Energy Council.
 5. To serve as an ex-officio member of all committees.
- B. The Vice Chairperson shall have the following duties and responsibilities:
1. To perform all duties and responsibilities of the Chairperson in the absence of the Chairperson.
 2. To serve in such capacities as assigned by the Chairperson.
- C. The Secretary shall have the following duties and responsibilities:
1. To record the minutes of all meetings of the Somerset County Energy Council and to be responsible for all correspondence and notice of meetings. The Secretary may delegate those responsibilities to staff persons.
 2. To preside at any Somerset County Energy Council meeting in the absence of both the Chairperson and Vice Chairperson.
 3. To serve in such capacities as assigned by the Chairperson.

Section 4. Staff

- A. The Board of Chosen Freeholders shall designate a person within the Public Works Department as technical advisor to administer the activities of the Somerset County Energy Council and also to serve as a voting member of the Somerset County Energy Council.
- B. Staff of the Somerset County Clerk's Office and/or Public Works Department will be available to provide administrative support to the Somerset County Energy Council.
- C. Matters concerning staffing for the Somerset County Energy Council shall be decided solely by the Board of Chosen Freeholders.

ARTICLE IV

Meetings and Attendance

- Section 1. All meetings of the Somerset County Energy Council shall be open to the public and in compliance with the Open Public Records Act.
- Section 2. All regular meetings shall be by call of the Chairperson in consultation with the Somerset County Public Works Department or Planning Division. The Agenda will be prepared in collaboration with the Public Works Department or Planning Division. All members shall receive notice in writing at least five (5) days in advance of the designated meeting date.
- Section 3. Regularly scheduled meetings shall be held no more than one time per month on a date to be fixed by the Board.
- Section 4. The first meeting of the year shall be the annual reorganizational meeting. Annual elections and standing committee appointments shall take place at this meeting.
- Section 5. Emergency meetings of the Somerset County Energy Council may be called on 24 hour notice by the Chairperson.
- Section 6. A quorum shall be one-half (1/2) of the voting membership. No official business can be conducted at any Board meeting unless a quorum has been reached.
- Section 7. All decisions of the Somerset County Energy Council shall be arrived at by majority vote of the members present.
- Section 8. Members shall attend at least fifty (50%) percent of the meetings in a year (based on anniversary of appointment dates). They shall not miss more than three (3) consecutive meetings without being excused by the Chairperson of the Somerset County Energy Council.
- Section 9. The Council shall recommend replacement of members in violation of Article IV, Section 8, to the Board of Chosen Freeholders.

ARTICLE V

Special Provisions

- Section 1 Members of the Somerset County Energy Council shall abstain from voting on matters involving a personal and/or their agency's interest.
- Section 2 Any member can challenge a Somerset County Energy Council member's voting privilege in a matter which is identified as a conflict of interest. The Somerset County Energy Council shall have final authority to rule on these matters.

ARTICLE VI

Adoption and Amendments to the Bylaws

- Section 1. These Bylaws shall become effective immediately upon adoption by resolution by the Board of Chosen Freeholders.
- Section 2. Proposed amendments to the Bylaws shall be submitted in writing to the Secretary and Chairperson twenty (20) days prior to presentation to the Somerset County Energy Council.
- Section 3. The Secretary shall report the proposed amendment for first reading at the next Somerset County Energy Council meeting. A copy of the proposed amendment shall be available at this meeting. Any member not present at the formal presentation will receive a copy of the proposed amendment within five (5) working days.
- Section 4. Final reading at the next Somerset County Energy Council meeting is immediately followed by a vote. A two-thirds (2/3) vote of the Somerset County Energy Council shall be required to recommend adoption of the proposed amendments to the Board of Chosen Freeholders.
- Section 5. All amendments must be adopted by the Somerset County Board of Chosen Freeholders by resolution.
- Section 6. At any time, without recommendation from the Somerset County Energy Council, the Board of Chosen Freeholders may adopt amendments to these Bylaws.

ARTICLE VII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Board on all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules or order the Board may adopt.