

**Bradford, Vermont**  
**Climate and Energy Commission Bylaws**  
**November 10, 2023**

**1. Purpose/mission**

The mission of the Bradford Climate and Energy Commission is to promote actions in Bradford that reduce greenhouse gas emissions and energy costs for the town, its residents, and its businesses. Working with state, local, and regional stakeholders and resources, we will initiate and drive programs that promote energy conservation, increased energy efficiency, use of clean energy, and climate resiliency. One of the Commission's responsibilities is to advise the Select Board, other commissions, and various departments on climate and energy issues.

**2. Membership**

- a) The Commission shall consist of seven members; two with 1-year terms, two with 2-year terms, and 3 with 3-year terms. All terms begin and end on March 31 of the appropriate years.
- b) Upon vacancies, the Commission will endeavor to provide recommendations to the Select Board to fill these vacancies. The Select Board will act upon these recommendations within one month.
- c) All members shall serve without compensation.

**3. Officers**

The Commission shall elect the following officers annually at the first meeting following the Town Meeting.

- a) A Chair, who shall preside over all meetings of the Commission, if present, and shall direct the work of the Commission. The Chair shall submit a brief annual report to the Selectboard for the annual Town Report. This report shall review the Commission's activities for the past year, as well as provide plans and prospects for the coming year. The Chair shall ensure continuing liaison between the Commission and the Selectboard, Planning Commission, Conservation Commission, and other Town agencies as appropriate. The Chair shall oversee the Commission's operating budget. The budget will be submitted annually for submission to the Select Board.
- b) A Vice-Chair, who shall assume all duties and powers of the Chair in the Chair's absence or when the Chair so requests. The Vice-Chair shall also serve as the chief publicity officer for the Commission.

NOTE: The Commission may opt to have Co-Chairs assume all of above duties.

- c) A Secretary, who shall keep minutes of all meetings and proceedings of the Commission and record action taken by the Commission. As an alternative, the Commission may choose to rotate minute keeping among all members. Either way, the

minute keeper is responsible for posting minutes on the town website, as well as in the record books in the town office, as required.

- d) All elected officers shall serve for a one-year term and may be reappointed by the Commission for successive terms in the same office.

#### **4. Meetings**

- a) Commission meetings shall be held at least monthly and be open to the public. Meetings may be held in person or virtually as determined by the Chairperson. Dates and times will be posted on the BCEC's section of the town website.
- b) Meetings will be held in accordance with Vermont Open Meeting Law – 1 V.S.A. §§ 310-314.
- c) A quorum shall consist of a majority of the members.
- d) The chair shall rule on all questions of order or procedure and shall enforce these rules as required by statute.
- e) Each Commission meeting shall have an agenda. Anyone wishing to add items to the meeting agenda may contact the Commission Chair/Vice Chair to request inclusion. The Commission Chair shall determine the final content of the agenda. Agendas will be available 48 hours before each meeting and posted on the BCEC's section of the town website, in or near the municipal office, and in at least two other designated public places in Bradford. Agendas for special meetings will be available 24 hours before the meeting. The agenda may be modified as the first order of business in a Commission meeting.
- f) Agenda items will normally be discussed in the order shown on the agenda, but by majority vote of the Commission the order of items to be considered on the agenda and /or the time allotted may be modified.
- g) Motions are required for:
  - i. Elections
  - ii. Decisions to pursue activities, but not administrative details, or revisions
  - iii. Changes to Commission documents: mission statement, bylaws, town report
  - iv. Accepting minutes
  - v. Delegating a member/members to act on behalf of the entire Commission
  - vi. For adjournment
- h) Public comment on issues discussed by the Commission, if not offered during the open public comment period, may be offered during the meeting with the permission of the Chairperson, as long as order is maintained
- i) Minutes of the Commission meetings shall be kept by the Secretary, if appointed, or by other Commission member keeping minutes. Draft minutes will be made available to Commission members and posted on the BCEC's section of the town website within 5 business days of each meeting.

- j) Minutes shall be approved at the start of the next meeting, and approved minutes will be posted on the BCEC's section of the town website. Paper copies, if required, will be filed in the town office record books.
  
- k) Members shall declare when they or members of their family have a conflict of interest regarding any action or activity being undertaken by the Commission. Those members will abstain from voting on those actions or activities.

**5. Subcommittees of the Commission**

The Commission may establish Subcommittees as needed to accomplish its purposes. The Chair of the Commission may appoint Chairs of any Subcommittees from the membership of the Commission. Subcommittee members can be enlisted from outside the Commission.

**6. Amendments**

These Bylaws may be amended at any regular meeting of the Commission by a two-thirds vote of the Commission. Written notice of intent to amend must be publicly posted (similar to meeting agendas) and sent to each member of the Commission and the Chair of the Selectboard at least seven days prior to the meeting at which the proposed action will be taken.

By-Laws approved on this date by the Bradford Selectboard

\_\_\_\_\_  
Meroa Benjamin, Chair

\_\_\_\_\_  
Date

