

## **BYLAWS**

### **BUILT ENVIRONMENT AND ENERGY ADVISORY COMMITTEE**

#### **ARTICLE I - NAME**

The name of this Committee is the Built Environment and Energy Advisory Committee (BEEAC). BEEAC represents a merger of the Energy Advisory Committee (EAC) and the Intergovernmental Green Building Group (IGBG).

#### **ARTICLE II - AUTHORITY**

The authority of BEEAC derives from EAC Resolutions: R2-74 (adopted January 9, 1974), R 1-74 (adopted February 11, 1977), R33-85 (adopted September 11, 1985), R9-01 (adopted on April 11, 2001) and IGBG Resolution R55-06 (adopted November 8, 2006). All resolutions were adopted by the Board of Directors of the Metropolitan Washington Council of Governments.

#### **ARTICLE III - PURPOSE AND MISSION**

The EAC and IGBG merged in response to the increasing overlap between their core issues. As green building practices evolved to include greater emphasis on energy, COG responded by expanding its energy and green building efforts to focus on high performance buildings, energy efficiency, energy benchmarking, and resiliency. To that extent, BEEAC's expanded purpose shall be to collect and analyze pertinent energy and green building data, monitor trends and developments in high performance buildings, with special emphasis on issues that are emerging in renewable energy, building energy codes, building technology, and energy efficiency. BEEAC shall also provide for regional coordination and collaboration on regional green building issues, as well as developments relating to the built environment.

BEEAC shall serve as a technical advisory committee and report to the Climate, Energy and Environment Policy Committee (CEEPC) who will, in turn, keep the Board informed on energy and green building matters addressed by the Committee.

BEEAC shall support the Emergency Support Function (ESF) #12 lead under the National Response Framework. The group is responsible for coordinating with state and local agencies and emergency response teams to maintain continuous and reliable energy supplies through preventive measures, restoration, and recovery actions.

## **ARTICLE IV – COMMITTEE FUNCTIONS**

The Committee shall be responsible for carrying out the following objectives:

1. To assess periodically energy infrastructure, energy supply and demand, and conservation efforts in the region with an emphasis on a comprehensive and balanced view of the region;
2. To ensure regional coordination of programs and activities within the region related to energy efficiency and renewable energy and green and high performance buildings, so as to support maximum equity in such programs;
3. To assess green and high performance building trends and efforts in the region;
4. To provide a regional liaison for use by local, State, Federal and other regional agencies concerned with energy, green and high performance buildings, and the built environment;
5. To advise the local and state governments on issues related to energy efficiency and renewable energy, green and high performance buildings, and the built environment;
6. To help inform the public regarding issues related to energy and green and high performance buildings;
7. To cooperate with quasi-public and private agencies and other groups in the region concerned with energy, green and high performance buildings, greenhouse gas emission reductions, and alternative fuels;
8. To cooperate with other Council of Governments' policy and technical committees, to support their work, as applicable;
9. To recommend appropriate specific legislative, economic, technical, and social actions to CEEPC relating to energy, green and high performance buildings, and greenhouse gas emission reductions;
10. To work toward preparation of a coherent set of energy and high performance buildings policies for the region; and
11. To support local government information sharing.

## **ARTICLE V - MEMBERSHIP AND TERMS**

### **COG Voting Member Jurisdictions:**

Each COG member jurisdiction shall be entitled to one vote. Multiple members of each COG member jurisdiction may participate in BEEAC meetings and discussions. Each COG member jurisdiction shall have the option of appointing one BEEAC member and alternate (who may exercise all the rights, privileges and duties of the member, on behalf of the member in his or her absence). The primary and alternate points of contact shall receive any notices sent to the BEEAC committee and shall be responsible for communicating committee matters to others within their jurisdiction. Alternately, each COG member jurisdiction automatically holds a jurisdictional membership through which any member from that jurisdiction may participate in a BEEAC meeting and exercise all the rights, privileges and duties of BEEAC membership, subject to the understanding that each COG member jurisdiction will **only have one vote**.

Each member and each alternate shall serve until he/she resigns from BEEAC, leaves the employment of the governmental unit, or is replaced by action of his or her local government. Members and alternates will be able to participate in BEEAC committee meetings in person or by conference call.

**Industry and Other Non-Voting Members:** It is recognized that private, nonprofit, and/or other non-jurisdictional professionals may attend and participate at BEEAC meetings but may not participate in Committee votes.

BEEAC may, at its discretion and subject to a consensus or majority position among voting members that is reached consistent with quorum and voting procedures established within Article VI, limit participation by non-governmental individuals if and when circumstances warrant.

Representatives of interested parties may be invited, at the discretion of the Chair and COG Staff, to participate in a specific meeting in which their perspective or input would assist the Committee in its actions.

## **ARTICLE VI - OFFICERS**

Officers of the Committee shall consist of a Chair and two Vice Chairs, representing Maryland, Virginia and the District of Columbia. Officers shall be voted on by members. The Chair shall rotate among the jurisdictions.

### Term

Officers will serve for one year and have the option of serving a second consecutive year.

Officers will be voted on by committee members.

### Duties of Officers

The Chair of the Committee shall preside at all meetings and appoint all subcommittees, as well as perform other duties, as necessary.

The Vice Chairs shall preside at meetings in the absence of the Chair, assist the Chair and shall act in the absence of the Chair.

## **ARTICLE VII - MEETINGS**

### Section 1. Regular Meetings

Meetings shall be held monthly. The Chair, in collaboration with COG staff, has the discretion to cancel BEEAC meetings or change the meeting location as needed. Meetings shall be made available by conference call or webinar-ready.

### Section 2. Meeting Planning Calls

Meeting planning calls shall be held the first Thursdays of the month. The purpose of the planning calls is to plan and discuss the agenda of the current month's meeting. Should the first Thursday fall on a holiday or need to be changed for any reason, as deemed by the Chair, then the planning call will be held another day during the first week of the month.

### Section 3. Special Meetings

Special meetings of the Committee may be called on a three day notice to each Committee member and alternate. Special meetings shall be called by the Chair at the request of three Committee members. The notice of all special meetings of the Committee shall include the purpose of the special meeting.

### Section 4. Quorum

1. A quorum shall be required for formal actions of the Committee. A quorum shall not be required to hold a meeting for the purpose of accepting reports, information, discussing the business of the Committee, or forwarding action items and recommendations to CEEPC.
2. A quorum shall be defined as follows: At least one voting representative of a majority (50% + 1) of all COG member jurisdictions, present in person or by teleconference constitutes a quorum.

3. Failing a quorum, the Chair may submit the question to non-present members electronically, together with a brief context of the proposed vote and any written back-up material furnished to the present members. Non-present members shall have at least 3 days to register a vote, by return email to the Chair and COG Staff, with a copy to relevant COG staff. After expiration of a week, if there is less than a quorum of votes cast, with a majority of affirmative votes, the matter will be deemed to have failed.

#### Section 5. Voting

When a quorum of the Committee is present at any meeting, the vote of a majority of the Committee members present shall decide.

#### **ARTICLE VIII - AMENDMENTS TO BYLAWS**

These bylaws may be amended pursuant to the following procedure:

1. A proposal to amend the Bylaws introduced at any regular meeting of the Committee, shall be recorded in the minutes; and
2. A special written notice setting forth such proposal shall be mailed to every member of the Committee at least ten (10) days before the next regular meeting.

The amendment shall be acted upon at the regular meeting next following the meeting at which it was proposed. A majority vote of the members of the Committee shall be required for adoption.