

**BYLAWS  
CLIMATE, ENERGY, AND ENVIRONMENT  
POLICY COMMITTEE**

**May 13, 2009**

**ARTICLE I – NAME**

The name of this Committee is the CLIMATE, ENERGY, AND ENVIRONMENT POLICY COMMITTEE (CEEPC) of the Metropolitan Washington Council of Governments (COG).

**ARTICLE II – AUTHORITY**

The authority of the CEEPC is derived from the COG Bylaws and Rules of Procedure, which authorize the COG Board of Directors (Board) to establish such Committees as it deems necessary to exercise its responsibilities. Specific authority was delegated in a Charter Resolution of the COG Board (R18-09), April 8, 2009, when it created the CEEPC upon recommendation of the Climate Change Steering Committee.

The CEEPC is the principal policy adviser to the Board on all climate change and energy issues, and other assigned environmental issues, and the CEEPC shall submit to the Board for its review and approval all major policies, plans, agreements, and programs within its jurisdiction.

**ARTICLE III – PURPOSE AND MISSION**

The CEEPC's purpose and mission shall be to develop and maintain, in accordance with Article II, all policies, plans, agreements, and programs, other than those specifically assigned to other units within COG, concerning climate change and energy. Its areas of responsibility shall include, but may not be limited to, climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as the Board may assign. It shall oversee annual work programs and budgets for these program areas. The CEEPC shall be responsible for developing and presenting to the Board for action reports, policy statements, recommendations, and proposals relevant to its purpose and mission.

The CEEPC shall facilitate implementation of the COG Climate Change Report and shall, from time to time, advise the Board on the success of the Report's recommendations and the need for modification, if any.

The CEEPC shall at all times strive to ensure a balanced work program that includes all of the diverse issues under its authority and maintains the focus of its mission.

**ARTICLE IV -- MEMBERSHIP**

**Voting Members:** The CEEPC shall be composed of the following voting members:

- 1) An elected official serving on each the legislative bodies of COG participating jurisdictions;
- 2) A representative of the Executive Branch of the District of Columbia, and the Counties of Montgomery and Prince George's;
- 3) An additional elected official serving on the Fairfax County Board of Supervisors;

- 4) One Senator and one Delegate from each of the Maryland and Virginia legislatures;
- 5) The Secretaries or Directors of Environment, Energy, and Transportation of Maryland, Virginia, and the District of Columbia;
- 6) A representative of the Transportation Planning Board, the Metropolitan Washington Air Quality Committee, and the Board of Directors of the Washington Metropolitan Area Transit Authority, if these entities are not represented by an official in categories 1), 2), or 3), above;
- 7) The Chair of MWAQC's Air Quality Public Advisory Committee;
- 8) Up to four representatives of Federal or Regional agencies or departments with expertise and responsibility in climate or energy planning or regulation.
- 9) Three representatives of electric and gas utilities serving the Region;
- 10) Three representatives of the environmental community active in or focusing on the Region;
- 11) Three representatives from the general business community active in the Region; and
- 12) Two members of the academic community with expertise and reputation in climate control and energy.

**Designation of Members:** Members of categories 1), 2), 3), 4), and 6) are appointed annually by the government agency they represent. Members of categories 5) and 7) serve *ex officio*. Members of categories 8), 9), 10), 11), and 12) are appointed annually by the Chair of the CEEPC with concurrence of the Chair of the COG Board of Directors. Members may succeed themselves. Each COG participating jurisdiction represented on the CEEPC may appoint an alternate. Except for elected executives, alternates to local elected officials to the degree practicable should be other elected officials.

**Alternates to Voting Members:** Members of categories 1) 2), 3), 4), 5) and 6) may have alternates also appointed by the governmental unit they represent. The CEEPC Chair may designate alternates to members of categories 8), 9), 10), 11), and 12), with the concurrence of the Chair of the COG Board of Directors.

## **ARTICLE V – OFFICERS**

**Selection:** The Chair and two Vice-Chairs of the CEEPC shall be appointed annually by the COG Board Chair, giving reasonable deference to representation among the District of Columbia, Maryland, and Virginia. The CEEPC may select other officers for duties and functions not inconsistent with this resolution. Officers shall be eligible for reappointment. The Vice Chairs shall represent participating jurisdictions from a different state from that of the Chair.

**Vacancy:** If a vacancy occurs in the office of Chair or Vice Chair, his or her successor shall be appointed by the Chair of the COG Board.

**Duties:** The Chair of the CEEPC shall preside at all meetings and shall perform such other duties that the Bylaws or the CEEPC from time to time shall assign. The most senior Vice Chair shall act to discharge the duties of the Chair, in the absence of or inability of the Chair to act.

**Participation:** Officers shall attend a minimum of three (3) meetings each calendar year. Should a Chair or Vice Chair fail to attend the required number of meetings, the CEEPC may seek their removal from office.

**Removal:** Removal of a Chair or Vice Chair shall be pursuant to the following procedures: a) with the approval of the majority of those voting members of the CEEPC present and voting, a

proposal to remove a Chair or Vice Chair shall be recorded in the minutes; and b) a special written notice setting forth such proposal shall be mailed to every member of the CEEPC at least ten (10) days before the next regular meeting. The proposal to remove a Chair or Vice Chair shall be acted upon at the next regular meeting following the meeting at which it was proposed. A majority vote of the voting members of the CEEPC shall be required for a recommendation to the COG Board Chair for the removal of the CEEPC Chair or Vice Chair and his or her replacement by the COG Board Chair.

## **ARTICLE VI – QUORUM AND VOTING**

**Quorum:** One third of the voting members or their alternates shall constitute a quorum of the CEEPC.

**Voting:** When a quorum of the CEEPC is present at any meeting, the vote of the majority of the CEEPC members (or their officially designated alternates) present and voting shall decide any question brought before the Committee; except that two-thirds of local government officials present and voting must affirmatively support any matter concerning work program, Bylaw amendment, advocacy statement, or recommendation to the COG Board of Directors.

## **ARTICLE VII -- SUPPORT**

**Technical Committees:** The CEEPC may have standing technical committees to assist in the development of regional policies, plans, agreements, and programs. Technical Committees shall be deemed subordinate to the CEEPC and may invite representation from federal, state, regional and local governmental units relevant to their functional interests. With the approval of the COG Board, the CEEPC may establish such Technical Committees as it deems necessary to carry out its business, consistent with the goals and resources specified in the COG annual budget. Members of such Technical Committees shall generally consist of agency staff and shall be appointed by the governmental units and other interests invited to participate. The Chair of each Technical Committee shall be appointed by the CEEPC Chair.

## **ARTICLE VIII -- AMENDMENT**

These Bylaws may be amended pursuant to the following procedures: a) with the approval of the majority of those voting members of the CEEPC present and voting, a proposal to amend the Bylaws introduced at any regular meeting of the Committee, shall be recorded in the minutes; and b) a special written notice setting forth such proposal shall be mailed to every member of the CEEPC at least ten (10) days before the next regular meeting.

The amendment shall be acted upon at the next regular meeting following the meeting at which it was proposed. Should the amendment receive a majority vote of the voting members of the CEEPC, it shall be referred to the COG Board for consideration. If approved by the COG Board, the amendment shall be immediately effective.

## **ARTICLE IX – MEETINGS; PROCEDURE**

**Meetings:** The CEEPC shall meet at a frequency necessary for the conduct of its business, generally on the fourth Wednesday of the months of June, July, September, November, January, March, and May, or at other times as the CEEPC may determine.

**Procedure:** Except as provided otherwise by these Bylaws, the COG Board Rules of Procedure, such other standing rules as the Committee may determine, and Roberts Rules of Order, Revised, shall be the parliamentary authority for the conduct of meetings of the CEEPC. Meetings shall be open, except upon order of the Chair or by majority vote of members present.

**Minutes or Summaries:** COG staff shall prepare draft meeting summaries for adoption by the CEEPC at the next available meeting time subsequent to the meeting for which the summary was prepared. The CEEPC shall review and revise the meeting summaries as necessary that, upon adoption, shall constitute the official CEEPC record of actions and other deliberations.