

Adopted:  
DRAFT: December 18, 2014  
Amended:

## 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 holistic green building practices have evolved to place a greater emphasis on energy, the energy and green building community are focusing more attention on the high performance buildings, energy efficiency, building energy benchmarking and energy resiliency. To that extent, BEEAC's expanded purpose shall be to collect and analyze pertinent energy and green building data, monitor trends and developments, with special emphasis on issues that are emerging in renewable energy, building energy codes and energy efficiency.

The Committee 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.

The group also supports 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.

**Comment [LB1]: EAC Original Language:**

The Committee's purpose shall be to collect and analyze pertinent energy data, monitor and periodically report to the Chief Administrative Officers and the COG Board on energy trends and developments, with special emphasis on issues that are emerging out of electricity deregulation. The Committee shall report through the CAO's Committee who will, in turn, keep the Board informed on energy matters addressed by the Committee.

**Comment [LB2]: IGBG Original Language:**

The IGBG shall provide for regional coordination and collaboration on the development of regional green building policies and guidelines that individual local governments can apply in the development, implementation, and refinement of green building programs, policies, and/or regulations. The Committee shall also: identify opportunities for the leveraging of resources at the regional level to support local government green building initiatives; identify mechanisms through which regional progress in the application of green building practices can be measured; and support education, outreach, and capacity building in support of local government green building efforts.

## ARTICLE IV – COMMITTEE FUNCTIONS

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

1. To assess periodically the energy supply and conservation situation in the Washington region having in mind the need for a comprehensive and balanced view of the whole region;
2. To assure regional coordination of energy and related building programs and activities of the metropolitan area local governments so as to provide maximum equity in such programs;
3. To provide a regional liaison for use by local, State, Federal and other regional agencies concerned with energy and buildings;
4. To advise the local and State governments on energy and building energy issues and to make suggestions that will be useful to them;
5. To help in keeping the public informed regarding the energy situation;
6. To cooperate with quasi-public and private agencies and other groups in the region concerned with energy and high performance buildings;
7. To cooperate with other Council of Governments' policy and technical committees;
8. From time to time to recommend appropriate specific technological, legislative, economic and social actions to CEEPC to relieve the energy problem; and
9. To work toward preparation of a coherent set of energy policies for the region.

## ARTICLE V - MEMBERSHIP AND TERMS

### COG Voting Member Jurisdictions:

Each jurisdiction shall be entitled to one vote. The Committee shall consist of at least one member from each COG member government, representing the energy and/or green building programs.

Each member shall have the privilege of appointing an alternate who may exercise all the rights, privileges, and duties of the member, on behalf of the member in his absence. Any member (or alternate) who is absent without excuse for the consecutive meetings shall be dropped from the membership and a replacement requested.

**Comment [LB3]: IGBG Bylaws Decision Point:**  
Should independent towns within Virginia localities (e.g., Leesburg, Vienna, Cottage City) have voting rights? Is there any precedent for this at COG? Would it be more appropriate to invite such participation through non-voting membership? If we do this, is it appropriate to draw a linkage to planning and zoning authority, or are other authorities (e.g., capital project design and administration) also important?

**Comment [LB4]: Keep or delete?**

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.

**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 BEEAC Chair and COG Energy and Climate Team, 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 jurisdiction.

##### Term

Officers will serve for one year and may serve a second consecutive year.

##### Duties of Officers

The Chair of the Committee shall preside at all meetings and appoint all subcommittees, and shall perform such other duties as the Committee may from time to time decide.

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

#### ARTICLE VII - MEETINGS

##### Section 1. Regular Meetings

Meetings shall be held bi-monthly. There shall be a minimum of six meetings per year.

##### Section 3. 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

**Comment [LB5]: IGBG Bylaws Decision Point:** Is this appropriate? It works against transparency and the current "open tent" approach that is being taken, but there could, conceivably, be problems with the "open tent" approach, and there may therefore be some desire to retain flexibility in the charter to allow for modifications of this approach if problems do arise or can be foreseen. Given that this is a technical group that lacks elected official representation, is the committee exempt from open meeting requirements?

Keep or delete?

**Comment [LB6]: IGBG Bylaws Decision Point:** Should this discretion be limited to the Chair and COG? Should other officers also have this authority? Should the decision to invite outside groups require a consensus of officers?

Keep or delete?

**Comment [LB7]:** Original Bylaws Language; BEEAC survey suggested bimonthly meetings. Other option: Once a month but longer meeting – 30 minutes?

**Comment [LB8]:** Added text

first Thursday fall on a holiday or need to be changed for any reason, as deemed by the Chair, than the planning call will held another day during the first week of the month.

### Section 2. Special Meetings

**Comment [LB9]:** Original EAC language. Keep or delete?

Special meetings of the Committee may be called on three days notice to each Committee member and alternate. Special meetings shall be called by the Chairman on like notice on the written request of three Committee members. The notice of all special meetings of the Committee shall include the written statement of the purpose or purposes of the special meeting.

### Section 3. 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, or discussing the business of the Committee.
2. A quorum shall be defined as follows: A majority (50% +1) of all eligible voting members present in person or by teleconference constitute a quorum. 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 the present members. Non-present members shall have one week to register a vote, by return email, to the Chair, 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 4. Voting

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

The Chair has the right to vote on any matters before the Committee.

## **ARTICLE VII - 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.

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