

**ORANGE COUNTY COMMISSION FOR THE ENVIRONMENT  
POLICIES AND PROCEDURES**

SECTION I: SCOPE

- A. Purpose
  - 1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Commission for the Environment.
  - 2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to serve in an advisory capacity on matters affecting the environment, with particular emphasis on environmental protection and climate action.
- B. Authority
  - 1. North Carolina General Stature 153A-76 grants boards of commissioners the authority to establish advisory boards.
  - 2. The adopted Orange County Board of Commissioners Advisory Board Policy (henceforth referred to as “County Advisory Board Policy”) serves as the underlying policy document to which the Commission for the Environment, in addition to this policy and procedure document, is subject. The County Advisory Board Policy is attached hereto as “Exhibit A”.
- C. Charge
  - 1. The charge of the Commission for the Environment is to advise the Orange County Board of Commissioners on matters affecting the environment, with particular emphasis on environmental protection and climate change.

SECTION II: GOALS AND OBJECTIVES

- A. The Commission for the Environment shall have the following goals and objectives:
  - 1. To advise the Orange County Board of Commissioners with regard to environmental policy, with particular emphasis on environmental protection and climate change.
  - 2. To educate the public and local officials on environmental issues.
  - 3. To perform special studies and projects on environmental questions as requested by the Orange County Board of Commissioners.

4. To recommend environmental initiatives to the Orange County Board of Commissioners.
5. To study changes in environmental science and environmental regulations in the pursuit of its duties.
6. Provide recommendations and input on the Lands Legacy Program, as requested by the Orange County Board of Commissioners.
7. Provide recommendations and input on the Climate Action Grant proposals and other Orange County funding opportunities for environmental concerns, as requested by the Orange County Board of Commissioners.
8. To perform other duties as requested by the Orange County Board of Commissioners.

### SECTION III: MEMBERSHIP

#### A. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards, and to appoint members to, and remove members from, those advisory boards. In acting on this authority the Orange County Board of County Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform as notated in the County Advisory Board Policy.

#### B. Composition

1. The Commission for the Environment is composed of no more than fifteen voting members.
2. The Commission for the Environment has no appointed alternate members.
3. All Commission for the Environment members will have a background in science, education, law, public health, solid waste, or a field which is relevant to environmental protection and/or climate change.
4. The Commission for the Environment seeks to have at least one member with specific expertise in each of the following areas:
  - Air Quality
  - Water Resources
  - Land Resources

- Energy
- Biological Sciences

5. The Commission for the Environment shall have no appointed ex officio members.

C. Officers

1. The elected officers of the Commission for the Environment shall consist of a Chair and a Vice Chair.

D. Election Procedures and Terms of Office

1. The Officers shall be elected by the Commission for the Environment from among its members at the regular meeting in November of each year. They shall take office at the following regular meeting.

SECTION IV. MEETINGS

A. Staffing

1. Orange County staff may serve a support function to advisory boards upon the approval of the Orange County Manager. The Department of Environment, Agriculture, Parks and Recreation (DEAPR) shall serve as staff to the Commission for the Environment. DEAPR shall keep all minutes and records of the Commission for the Environment and provide proper and legal notice of regular and special meetings to members of the public.
2. The Sustainability Projects Manager may also serve a support function to the Commission for the Environment.

B. Agendas

1. Items for agendas shall be approved by the Commission for the Environment Chair and staff. To agenda item consideration, a request must be received by the Chair or staff at least fifteen days before any regular scheduled meeting.
2. The agenda will be submitted to the Commission for the Environment members no less than 7 days before any regularly scheduled meeting. Only items listed on this provided agenda may be voted upon.
3. The order of business at regular meetings shall be:
  - a. Call to order.
  - b. Consideration of additions or changes to the agenda. This is the only time additional items for discussion may be recommended and will be added if the majority present votes to approve.
  - c. Call for approval of minutes of previous meeting.

- d. Consideration of remaining items on the agenda.
- e. Adjournment.

- 4. All meetings of the Commission for the Environment shall be open to the general public.
- 5. In order for a meeting to occur a quorum must be present. A quorum is defined as a majority of current members.
- 6. The vote of a majority of members present shall be sufficient to decide all matters before the Commission for the Environment. During a meeting the members may decide to postpone a vote to allow a document to be finalized for further consideration and to be voted on at a subsequent or special meeting.
- 7. For procedures not covered by these rules or the County Advisory Board Policy, the Commission for the Environment shall follow the rules contained in the "Rules of Procedure for the Board of County Commissioners, Orange County, NC."

#### C. Date, Time and Location of Regular Meetings

- 1. Regular meetings of the Commission for the Environment shall be held the second Monday of each month at 7:00 p.m. at the Southern Human Services Center in Chapel Hill or the Environment and Agriculture Center in Hillsborough, or other place within Orange County designated by the Chair. The meetings shall adjourn not later than 9:30 p.m. unless extended for the meeting in session by vote of the members.

#### D. Special Meetings

- 1. Special meetings may be called by the Chair or by the written request of at least three other members of the Commission for the Environment. The notice of such a meeting shall specify the purposes and no other business may be considered except by unanimous consent of the Commission for the Environment members present.

#### E. Meeting Notice

- 1. Department of Environment, Agriculture, Parks and Recreation ("DEAPR") staff and the Sustainability Projects Manager shall give a minimum of five days' notice for both regular and special meetings.

### SECTION V. ORIENTATION

#### A. Attendance

- 1. Each member shall attend an orientation presented by staff and the Chair to familiarize the advisory board members with policies and

procedures, the operating procedures of the advisory board, the work of current committees, and member obligations. Other members of the CFE may attend as designated by the Chair.

2. Each voting member will be encouraged to complete the orientation within five weeks of his or her appointment and participate in at least one tour of locations relevant to the business of the Commission for the Environment.

## SECTION VI. BY-LAWS

### A. By-Laws

1. Any Bylaws adopted by the Commission for the Environment are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the County Advisory Board Policy document, and the "Rules of Procedure for the Board of County Commissioners, Orange County, NC."
2. Should the Commission for the Environment determine modifications to policies and procedures are necessary the Commission may petition the Board of County Commissioners for such modifications.