

WESTTOWN TOWNSHIP
ENVIRONMENTAL ADVISORY COUNCIL BYLAWS

ARTICLE I – IDENTITY

- 1.1 **Name.** This organization shall be known as the Westtown Township Environmental Advisory Council (the “**EAC**”).
- 1.2 **Establishment.** The EAC was created by Ordinance No. 2021-02 of 2021 of Westtown Township (the “**Township**”), and shall continue to function until such Ordinance is revoked.

ARTICLE II – SCOPE AND FUNCTIONS

- 2.1 **Scope.** The EAC is to be advisory to the Board of Supervisors of the Township (the “**Board of Supervisors**”) and shall coordinate its activities with the Township Manager of the Township or his/her designee (the “**Township Manager**”).
- 2.2 **Functions.** The EAC shall have the following powers:
- A. Identify environmental problems, issues, or matters of concern.
 - B. Recommend plans and programs to the appropriate agencies for the promotion and conservation of the natural resources and for the protection and improvement of the quality of the environment within the area of the Township.
 - C. Make recommendations as to the possible use of open land areas of the Township.
 - D. Promote a community environmental program.
 - E. Keep an index of all open areas, publicly or privately owned, including, but not limited to, flood prone areas, wetlands, swamps, and other unique natural areas, including but not limited to areas of steep slope and wooded areas.
 - F. Advise the appropriate agencies of the Township in the acquisition of property, both real and personal.
 - G. To undertake such environmental tasks as requested by the Board of Supervisors.

ARTICLE III – MEMBERSHIP

- 3.1 **Number.** The EAC shall be composed of seven (7) residents of the Township. Any EAC member that ceases to be a resident of the Township shall resign as a member of the EAC.
- 3.2 **Terms.** All EAC members shall be appointed by the Board of Supervisors. EAC members’ terms of office shall expire on the first Monday in January following the last year of their term of office. Members shall be eligible for reappointment at the end of their respective terms. Duly appointed EAC members shall serve a term of three years, except that initial appointments shall be so staggered that the terms of approximately one-third of the membership shall expire each year, pursuant to a Resolution which will (i) establish the initial number of EAC members, (ii) appoint the initial members and (iii) designate the various terms for each initial member.

- 3.3 Planning Commission. Whenever possible, one member of the EAC shall also be a member of the Township Planning Commission.
- 3.4 Absenteeism. If any EAC member fails to attend three consecutive regular meetings of the EAC without satisfactory explanation, notice of such failure shall be forwarded to the Board of Supervisors with the request for removal of such member from the EAC.
- 3.5 Compensation. EAC members shall receive no compensation for their services, but may be reimbursed for authorized expenses actually and necessarily incurred by them in the performance of their duties.

ARTICLE IV – OFFICERS

- 4.1 Titles. The officers of the EAC shall include a Chairperson, Co-Chairperson and Secretary. The EAC may appoint such other officers as it shall from time to time deem necessary or desirable. The officers of the EAC shall have such powers and duties as may be prescribed in these bylaws and/or by the EAC and, to the extent not so provided, as generally pertain to their respective offices, subject to the control of the EAC.
- 4.2 Terms. The Board of Supervisors shall designate the Chairperson of the EAC; provided, however, that prior to such designation, the EAC shall make a recommendation to the Board of Supervisors as to which one of its members should serve as Chairman for the relevant term. All other officers shall be elected by the EAC at the EAC’s regular meeting in January of each calendar year, or at such other time or times as deemed necessary or desirable by the EAC. The officers shall hold their office for one year terms, and until his or her successor is duly elected. No member shall hold the office of Chairperson or Co-Chairperson for more than two years consecutively.
- 4.3 Vacancies. Vacancies occurring in offices of the EAC shall be filled by the EAC.
- 4.4 Chairperson. The Chairperson shall preside at all meetings, rule on procedural questions subject to reversal by a two-thirds vote of the other EAC members in attendance, guide the process of officer elections and carry out such other duties as are assigned by the EAC. The Chairperson, the Co-Chairperson and the Township Manager shall coordinate in preparing and circulating agendas for meetings of the EAC.
- 4.5 Co-Chairperson. The Co-Chairperson shall act in the absence or inability of the Chairperson to act and in such instances shall have the powers and function of the Chairperson. The Chairperson, the Co-Chairperson and the Township Manager shall coordinate in preparing and circulating agendas for meetings of the EAC.
- 4.6 Secretary. The Secretary shall be responsible for providing the requisite notice for all meetings, performing research work and preparing reports as are necessary to fully advise the EAC on all facts on matters before the EAC, keeping on file all official records and reports of the EAC, keeping written record of EAC meetings, transactions and actions, maintaining and circulating minutes of meetings, reporting on and attending to correspondence of the EAC and carrying out such other duties as are assigned by the EAC or as provided in these bylaws. The Township Manager shall serve as Secretary; provided, however, in the absence of the Township Manager at any meeting, the EAC shall designate one of its members to act as Secretary for such meeting.

ARTICLE V – MEETINGS

- 5.1 Regular Meetings. Unless otherwise determined by the EAC, regular meetings of the EAC shall be held the fourth Tuesday of each month at 7:00 PM at a place agreed upon by the EAC at a prior meeting. In the event that the regular meeting date falls on a legal holiday, the meeting shall be rescheduled.
- 5.2 Special Meetings. Special meetings of the EAC may be called at the written request of at least two members who shall convey such request to the Township Manager.
- 5.3 Notice of Meetings. Notice of regular meetings of the EAC setting forth the time and place thereof shall be given to all members of the EAC at least three (3) days in advance of such meetings. Notice of a special meeting of the EAC setting forth the time, place and purpose of such meeting shall be given to all members of the EAC at least two (2) days in advance of such meeting.
- 5.4 Agenda; Meeting Materials. The Chairperson, the Co-Chairperson and the Township Manager shall coordinate in preparing and circulating agendas for meetings of the EAC. Items to be considered for action ideally shall be submitted no less than five (5) days prior to the regular meeting, but such advance submission is not required. The Secretary shall prepare minutes of each meeting of the EAC and the Chairperson, Co-Chairperson, Secretary or any other designated officer or individual shall circulate the relevant meeting materials to all members of the EAC before each meeting.
- 5.5 Rules of Order. Unless otherwise specifically designated, Robert’s Rules of Order, as most recently revised, shall govern meeting procedures.
- 5.6 Quorum; Vote Required for Action. A majority of the membership of the EAC (four members) shall constitute a quorum for meeting purposes. Subject to Sections 5.7 and 8.1 of these bylaws, the affirmative vote of a majority of the members present at a meeting at which a quorum is present shall be the act of the EAC.
- 5.7 Suspension of Rules. The EAC may temporarily suspend its rules by the affirmative vote of three-fourths of the members present at a meeting at which a quorum is present.
- 5.8 Conflict of Interest. Whenever an EAC member shall have a direct or indirect personal or financial interest in an application or petition before the EAC, such member shall declare such interest and shall not participate in any hearing on said matter; and shall in no event vote upon such matter. Where there is a question as to the existence of a conflict of interest, the Chairperson shall make ruling thereon.
- 5.9 Public Participation. The public shall be given an opportunity to speak at meetings of the EAC pursuant to the provisions below.
- 5.10 Public Hearings. All public hearings shall conform to the Pennsylvania Sunshine Law.
- 5.11 Timing of Public Participation. Before the EAC discusses any new business, the public may comment on any matter not on the agenda for such meeting. Prior to any EAC action on an agenda item, the public may comment with respect to the agenda item under discussion. After the EAC discusses any old business, the public may comment on any legitimate item of business which can be considered by the EAC. Generally, public

comment shall not be permitted during EAC deliberative discussions; however, the Chairperson may request or authorize public comment to clarify deliberative issues.

- 5.12 Procedure of Public Participation. At the appropriate times, the Chairperson shall announce that the EAC will hear public comment, either on a specific issue or generally. Any person wishing to make public comment must first obtain recognition from the Chairperson prior to speaking. Once acknowledged by the Chairperson, such person shall state his or her name and address for the record. Such person shall then make his or her comment or ask his or her question. Each such person shall have three (3) minutes to make his or her statement, unless the Chairperson has announced otherwise.

ARTICLE VI – COMMITTEES

- 6.1 Committees. The EAC may designate one or more subcommittees. Such subcommittees shall have such powers and duties as are authorized by the EAC.
- 6.2 Ex-Officio Membership. The EAC may invite residents of the Township to participate in a non-voting capacity on any subcommittee of the EAC. The Chairperson shall extend an invitation to participate on any such subcommittee to any such person as determined by the EAC.

ARTICLE VII – MISCELLANEOUS

- 7.1 Records to Be Kept; Annual Report. The EAC shall keep records of its meetings and activities and shall prepare an annual report of its activities.
- 7.2 Sources of Funding. The Board of Supervisors may, from time to time, appropriate funds for the expenses incurred by the EAC. As part of the Township’s annual budget preparation, the EAC may request that the Board of Supervisors provide funds for certain matters related to the EAC and its functions.
- 7.3 Electronic Notice and Records. To the extent permitted by applicable law, all notices, records, reports, minutes, agendas and any other document or instrument relating to the EAC may be sent, signed, maintained, recorded and stored electronically.
- 7.4 Effective Date. These bylaws shall take effect on [May 25, 2021.]¹

ARTICLE VIII – AMENDMENTS TO BYLAWS

- 8.1 Amendment Procedure. These bylaws may be amended by the EAC upon the affirmative vote of a majority of the entire membership (four members). Any such amendments adopted by the EAC shall be circulated to all members of the EAC.

¹ To confirm whether bylaws will be adopted at May meeting or a future meeting.