

<b>Title:</b> Administrative Policy Sustainability Commission	<b>Policy No.</b> Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 17
	<b>Effective Date</b> August 9, 2016
<b>Policy Custodian</b> Board of County Commissioners	<b>Adoption/Revision Date</b> August 9, 2016

**Adopting Resolution(s):** CC16-316

**References (Statutes /Resos/Policies):** CC14-058

**Purpose:** To create an informational clearinghouse and an open compendium of sustainability best practices

**Policy:** Sustainability Commission

**A. Establishment**

The purpose of the Sustainability Commission (the Commission) is to create an informational clearinghouse and an open compendium of sustainability best practices.

**B. Responsibilities**

1. Identifying and articulating aspirational sustainability goals, objectives and voluntary targets for county government and industrial, commercial, residential and recreational sectors county-wide.
2. Provide expertise, resources and promote awareness in the area of sustainability. The Commission’s work shall be advisory. Any citizen or business participation in any Commission program or initiative is strictly voluntary.
3. Meetings
  - a. Regular meetings of the Commission shall be held a minimum of 6 times a year or more frequently as requested by a majority of the Commission members or by the Chair.
  - b. Special meetings may be called by the Chair at the request of a quorum of the Commission.
  - c. All notices shall contain the date, time, place, and agenda of the meeting and shall be in writing and be sent to members at least five (5) days prior to the day of the meeting.
  - d. More than fifty percent (50%) of the members shall constitute a quorum.
4. Staff
 

The Board of County Commissioners (BCC) may authorize staff.
5. Remuneration
 

Members shall not be compensated.

## C. Membership

### 1. Composition

The Commission shall be composed of nine (9) members to be appointed by the BCC. Members shall be chosen based on an area(s) of expertise within sustainability and shall be Jefferson County residents, unless otherwise approved by the BCC.

### 2. Terms

- a. Each member shall be appointed for a three (3)-year term. Note: For the initial establishment of the Commission, three (3) members will have one-year terms, three (3) members will have two-year terms, and three (3) members will have three-year terms in order to stagger the term end dates.
- b. Members shall be subject to reappointment by the BCC upon application for renewal.
- c. Each member shall serve until his or her term expires, membership is terminated by written resignation, is terminated by the Commission because of three consecutive unexcused absences, or is revoked by the BCC.
- d. Members may be removed by the BCC with or without cause prior to the expiration of their term.

### 3. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.

### 4. Vacancies

- a. Vacancies shall be filled by appointment by the BCC.
- b. The Commission may review the applications for appointment and make recommendations to the BCC for vacancies that occur.