

Bylaws of Person County Environmental Issues Advisory Committee

Article 1. Committee Name

Person County Environmental Issues Advisory Committee (EIAC)

Article 2. Purpose

The Person County EIAC advises the Person County Board of Commissioners (BOC) on the environmental needs in the various townships throughout the county. This is done through these environmental areas with EIAC approval:

- Identifying needs
- Planning actions and resolutions
- Implementation plans
- Evaluating practices and outcomes
- Use of the best practices
- Seek ways to educate public on environmental issues and practices

Article 3. Membership and Attendance

Membership shall be open to all interested citizens of the county who reside in the township they represent.

The townships which shall be represented are as follows:

- Allensville
- Bushy Fork
- Cunningham
- Flat River
- Holloway
- Mt. Tirzah
- Olive Hill
- Roxboro
- Woodsdale

Members will be appointed by the BOC based on the policies and procedures set forth by the BOC. Representatives may re-apply and be reappointed upon their term ending. Each member serves a 3 year term.

Current EIAC members are listed on the Person County Government webpage (<https://www.personcountync.gov/business/authorities-boards-commissions-and-committees>)

Major responsibilities of members are:

- Attend all meetings. If a member misses three unexcused meetings in a row, they are obligated to resign. If a member cannot attend, he or she may email or phone the chairperson or vice chairperson and this will be an excused absence
- Stay informed about the organization's mission

- Review agendas before meetings and be ready to discuss agenda items
- Serve on special assignments as needed
- Keep current on developments which may affect their township now or in the future.
- Adhere to the ethical responsibilities as established by the BOC

Article 4. Officers

The officers are elected at the annual July meeting and serve 1-year terms. Elections must be coordinated by the committee following Robert's Rules of Order. To be eligible for an office, a person must be nominated by a committee member.

A quorum is needed for elections to take place. The committee should have a Chair Person, Vice Chair Person and Secretary but may add other offices if needed. Listed below are the duties of the officers.

Chairperson

- Oversees committee meetings
- Acts as a spokesperson for the organization
- Notifies members of committee meetings
- Calls special meetings when needed
- Appoints members to special committees as needed

Vice Chairperson

- Attends all committee meetings
- Carries out special assignments as requested by committee Chair Person
- Understands the duties of the committee Chair Person and performs such duties in their absence

Secretary

- Attends all committee meetings
- Maintains all committee records and ensures their accuracy
- Records and distributes committee minutes at least a week before the next meeting
- Assumes the responsibilities of the Chair Person and Vice Chair in their absence

Note:

When a vacancy in the office of Chair Person occurs, the Vice Chair will succeed to the position of Chair Person for the remainder of the term in office. The Committee shall promptly fill the remaining term of other vacancies in office by appointment from the membership.

Article 5. Meetings

Meetings will be held on the first Thursday of every month at the Person County Senior Center from 5:30 PM to 6:30 PM unless otherwise posted. All meetings are subject to the open meetings law G.S.143-318-10.

Article 6. Quorum

A quorum of the Committee consists of the majority of the membership present excluding vacant seats at any properly announced meeting.

Article 7. Amendments

These bylaws may be amended by a two-thirds majority vote of members present at a regularly scheduled meeting of the Committee. At least one week before the meeting, the chairperson shall send an announcement of the meeting to each member of record with notice that bylaw changes or amendments are to be acted upon. A copy of proposed amendments or changes shall be included in the meeting notice.

Article 8. Special Committee

The organization may decide to address specific issues or investigate matters by forming a special committee.

Article 9. Rules of Order

Robert's Rules of Order shall be the authority on all questions of parliamentary law in which they are applicable and consistent with these bylaws.

Amendment Log

02/01/2024 – Updated member information, officer duties, and meeting location. Also misc. formatting corrections.