



CITY OF AMESBURY  
IN THE YEAR TWO THOUSAND TWENTY-FOUR

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SPONSORED BY: \_\_\_\_\_ **BILL No. 2024- 119**  
Anthony S. Rinaldi

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Michael Hogg

**An Order:** An order to amend the Amesbury Energy Committee By-Laws to change the name to The Amesbury Energy, Environmental and Sustainability Committee, increase the membership from of six to nine members and officially widen the scope to include goals aimed at reducing the city’s carbon footprint by modifying the By-Laws.

**Summary:** The Amesbury Energy Committee (AEC) was created in 2014 as an outgrowth of the Energy task force tasked with gaining Green Community Status. The By-Laws were amended in 2016 (2016-043) to clearly define the membership and the member appointment processes including filling vacancies.

The AEC continues to work on a wide variety of projects which benefit the community. These projects in addition to energy include, recycling/composting, greenhouse gas emissions (GHG) and energy conserving building processes.

The committee is currently made up of 4 members of the community two City Councilors and the OCED director and two Associate members. There is no direct school representation on the committee as defined in the current Bylaws. Expanding the membership to 6 members of the community will allow us to recruit members with additional skills and knowledge in the expanded areas of focus.

**Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:**

The Amesbury Energy Committee shall be known as the Amesbury Energy, Environmental and Sustainability Committee (AEESC and adopt the modified By-Laws !

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# Amesbury Energy, Environmental and Sustainability Committee By-Laws

## **PURPOSE:**

**AUTHORITY:** These By-Laws describe the duties and methods of operation of the Amesbury Energy Environmental and Sustainability Committee, hereafter referred to as AEESC. The AEESC is hereby chartered to work with the Office of the Mayor as an appointed committee with the intent to provide recommendations to the Mayor as an implementation centric committee that will focus issues on Green Communities objectives and programs, and further to create implementation strategy recommendations for the City of Amesbury within the context of the AEESC Mission as cited herein and as amended by the AEESC. These bylaws do not limit the actions of the Office of the Mayor in exercising authority over the AEESC. Pursuant to the establishment of AEESC the committee shall be comprised of membership as follows: two members of the City Council, one member representing the School Committee, and six individuals with interest and knowledge in energy, climate technologies and sustainability practices. Two city employees in an advisory role for example, Energy Manager or Economic Development Director. There can also be alternates appointed.

The appointments for the above members shall be for three years terms. Appointments shall of staggered length to allow continuity. The appointments shall be made by the Mayor and confirmed by the City Council.

## **A. ORGANIZATION:**

### **1. Responsibilities of Members:**

All members shall make every effort to attend each scheduled meeting.

Members of the AEESC have authority only when acting as an AEESC legally in session. The AEESC shall not be bound by any action or statement of any individual AEESC member except when such statement or action is pursuant to instructions from the AEESC.

### **2. Officers:**

- (a) Election - A Chairman, Vice-Chairman and Secretary shall be elected at the first regularly scheduled meeting of each year. Election shall be by a majority

vote of those present. Vacancies in membership and/or Alternate members created during the year shall be recommended by the AEESC committee and appointed by the mayor pursuant to Section 2-3of the city charter. The Mayor shall have the authority to appoint alternates which may act as substitutes to fill a quorum with full rights and voting privileges.

- (b) Duties - The Chairman shall preside at all meetings of the AEESC and perform all duties required.

In the absence of the Chairman, the Vice-Chairman shall preside and assume all duties and responsibilities of the Chair.

The Secretary shall preside in the absence of the Chairman and Vice-Chairman. The Secretary is the custodian of the official minutes and shall sign them as revised and approved and shall forward them to the City Clerk for posting.

### **3. Committees:**

The Chairman may delegate members of the AEESC to investigate matters pertinent to the mission of AEESC, to serve on committees, and to perform other duties.

## **B. OPERATION:**

The AEESC process is intended to be focused and within the constraints of the proposed scheduling and direction. Every effort by the AEESC members and staff shall be made to prepare for meetings to maintain the schedule and program for the production of high quality recommendations to the benefit of the City of Amesbury.

### **1. Meetings:**

- (a) Organizational Meetings - An organizational meeting to elect officers shall be held in June of each year. The AEESC may adopt the previous policies and procedures, subject to amendment as provided in these by-laws. The AEESC shall establish a schedule for meetings.
- (b) Program Meetings – The AEESC shall develop formalized sequential meeting agendas for the entire year toward meeting regular goals and objectives. Business shall generally be conducted in accordance with the order of the approved agendas.
- (c) Workshop Meetings – This is a meeting that is less formalized and generally conducted for the purpose of providing AEESC members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth. These meetings may be conducted offsite as site visits.

- (d) Non-Public Meetings – A non-public meeting would be held for the purpose of City legal issues in accordance with applicable laws.
- (e) Special Meetings – This type of meeting can be called by the Chairman in accordance with applicable laws, upon demand of three (3) members of the AEESC; or at the request of the Mayor through the Chair. The Chairman shall notify each member in accordance with applicable laws.
- (f) Sub-Committee Meetings - Meetings shall be called by the Chairman of the AEESC committee under the rules governing special meetings.

**2. Schedule of Meetings:**

The schedule shall be published after the first organizational meeting for the entire year. Each meeting shall be posted in accordance with applicable laws. The posting of such schedule shall not limit the ability of the AEESC to post and hold additional meetings, amend and post meeting dates, or cancel meetings. The annual AEESC schedule is a general guide created to ensure the orderly annual production of a three year Energy Improvements Program.

**3. Reports of Committees:**

Written/Oral reports from committees received by the AEESC shall be filed with and distributed with the minutes of the AEESC.

**4. Review of Reports, Projects, Submittals:**

The AEESC shall review reports, projects, submittals and other relevant materials in the course of developing recommendations for the Office of the Mayor and City Council as applicable. Such review shall be in accordance with applicable criteria and policies as contained herein and as may be amended.

**C. RULES OF ORDER:**

- 1. **Quorum** - A quorum shall consist of four (4) members of the AEESC.
- 2. **Annual Agenda** - As the AEESC is established to produce a document, the agendas represent a sequential series of meetings toward the completion of the final document. Such agendas may be amended from time to time to address the unique aspects of any given grant, budget or annual production cycle.
  - (a) Persons, including AEESC members, wishing to place an item on the agenda must notify the Office of Community and Economic Development two weeks prior to the meeting date. If the person is going to make a presentation s/he must provide a copy of all presentation material and documentation to be included in each AEESC "packet" to be delivered prior to the scheduled meeting.

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- (b) The agendas will occur with specific tasks.
- (b) Adjournment - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

### **3. Role of the Chairman:**

The Chairman's duties are as follows:

- To open the session at the time at which the AEESC is to meet by calling the members to order; to announce the business before the AEESC in the order in which it is to be acted upon;
- to recognize members entitled to the floor;
- to state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote;
- to assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if he thinks it advisable;
- to manage the members when engaged in debate within the rules or order;
- to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal by any two (2) members) unless he prefers to submit the question for the decision of the Committee;
- to inform the AEESC on a point of order or practice pertinent to pending business;
- to authenticate by his signature, when necessary, all acts, orders and proceedings as directed by vote of the AEESC.

The Chairman shall vote as a member of the AEESC.

Discussions which are not addressing the business before the AEESC, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The chairman shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

### **4. Conduct of Meetings:**

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters Roberts Rules of Order shall serve as a guideline with a vote of the AEESC being the final deciding authority.

**5. Recording of Votes:**

Votes shall be by a show of hands or by a roll call. The vote of each member present shall be recorded. No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.

**6. Requests for Information:**

Should it become apparent to the Chairman or an individual AEESC member, in the interim between meetings, that additional information relative to a specific item may be needed for AEESC use at the next regularly scheduled meeting, a request for this information shall be submitted to the Office of Community and Economic Development before the agenda is set. Any information provided to any individual AEESC member shall be provided to all other members of the AEESC.

**7. Duties:**

The Recording Clerk or Secretary shall be the Recording Officer of the AEESC and an official copy of the records are to be filed in the Office of the City Clerk and open to inspection by way of the City Website. In addition to keeping the minutes of the meetings, it is the duty of the Recording Clerk to keep a roll of members and to call the roll when required. The Recording Clerk shall record the essentials called "the minutes" of the proceedings as follows:

- (a) The kind of meeting - regular, special, work session, or recessed.
- (b) Time of meeting and place of meeting
- (c) The presence/absence of AEESC members
- (d) Whether the minutes of the previous meeting were approved or amended.
- (e) All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- (f) The hour of adjournment.

The Recording Clerk shall record the essentials of the proceedings, the name of the member who introduced a main motion or amendment and the name of the second and should enter the number and names of votes on each side.

In addition to the strict record of what is done, the public minutes should contain the list of speakers on each side of every question with an abstract of all relevant points.

Reports of committees should be printed exactly as submitted. The minutes should show what action was taken by the AEESC regarding them.

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**D. AMENDMENT PROCEDURE:**

An amendment to these By-Laws may be moved at one AEESC meeting but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Mayor's Office, and the office of the City Clerk for inclusion in the City Records.

**E. AEESC MISSION**

The original mission of the AEESC was to assist Amesbury residents, businesses, and City government in reducing energy consumption and costs through conservation, increased energy efficiency, and conversion to renewable energy sources.

The expanded mission will focus on the environment and sustainability to use our resources more effectively and develop plans/programs to reduce our carbon footprint.

The committee will assist the City, elected officials, and staff in planning and carrying out projects to advance these goals and will serve as a resource to the City on energy/environmental and sustainability related issues. The AEESC provides recommendations to the Office of the Mayor toward furthering the above mission.

Amesbury Energy, Environmental and Sustainability

Committee Bylaws

Amesbury Massachusetts