

# **SALISBURY TOWNSHIP ENVIRONMENTAL ADVISORY COUNCIL BYLAWS**

## **Article I. Name and Location**

The name of this organization shall be the Salisbury Township Environmental Advisory Council ("EAC"), and its principal place of business shall be 2900 S. Pike Avenue, Allentown, PA 18103.

## **Article II. Authorization**

The authorization for the establishment of this EAC is set forth by the Salisbury Township Ordinance No. 02-2009-546, enacted on February 12, 2009.

## **Article III. Purpose**

The EAC duly organized under these Bylaws shall have the power to study environmental issues at the request of the Board of Commissioners of Salisbury Township ("Board") and to make recommendations to the Board on those issues. The EAC will work with the Board in an advisory capacity in an effort to help them analyze environmental issues and provide recommendations on courses of action necessary to protect the health, safety and welfare of the residents of Salisbury Township ("Township").

## **Article IV. Membership**

- 1) The EAC is composed of five voting members, chosen to serve three year staggered terms and appointed by a majority vote of the Board. These members shall reflect the geographic, demographic, technical, and non-technical backgrounds of the citizens of the Township. Members shall be selected from the Township five (5) Wards. The five voting members appointed by the Board shall be eligible voters residing within the Township.
- 2) The Board will select among themselves one Commissioner to attend meetings and to serve as a member of the EAC in a nonvoting capacity. The Commissioner cannot be an officer of the EAC, and his or her presence shall not count towards determining a quorum. The Commissioner shall receive all notices and communications provided to voting members of the EAC.
- 3) The Board will utilize its best efforts to appoint to the EAC in a nonvoting capacity one member of the Planning Commission. The Planning Commissioner cannot be an officer of the EAC, and his or her presence shall not count towards determining a quorum. The Planning Commissioner shall receive all notices and communications provided to voting members of the EAC.
- 4) The terms of office for any member of the EAC, who also serves as a member of another board or commission of the Township, shall be for one (1) calendar year commencing with their appointment by the Board. Prior to the expiration of the term of appointment, the Board and the Planning Commission shall provide the Board, in writing, with a recommendation for one of their members to be appointed to the EAC but the Board shall make the final determination as to the membership of the EAC.



- 5) Any vacancy on the EAC, except Chair, shall be filled at the earliest convenience of the Board. A vacancy of the Chair shall be filled automatically by the Vice-Chair at the time of the vacancy.
- 6) EAC members having two or more unexcused absences in a calendar year may be replaced by the Board. Notification of potential dismissal from the EAC shall be mailed by the Chair to the affected board member following a second absence within a calendar year.
- 7) Throughout their term on the EAC, all EAC members must notify the EAC and the Board of any potential conflicts of interest that could result in personal or professional gain either directly or indirectly to them, their families, or associates, by their involvement with the Council.

## **Article V. Meetings and Voting**

- 1) Bi-Monthly meetings. Regular meetings of the EAC shall be held at the Salisbury Township Building at 2900 S. Pike Avenue on the third Wednesday of each even-numbered month at 7:00 PM. Notice of meetings of the EAC shall be posted at the Salisbury Township Building, posted on the Township website and advertised in a newspaper of general circulation at least seven days prior to each meeting.
- 2) Special Meetings. Special meetings may be requested by the Chair or by a majority of the EAC members. Such special meetings shall be held at the Salisbury Township Building at such date and hour as may be designated by the person or persons authorized herein to call such a meeting. Notice of special meetings of the EAC shall be posted at the Salisbury Township Building and advertised in a newspaper of general circulation at least twenty-four hours prior to each meeting.
- 3) Written or phone notice of such a special meeting shall be given by the Secretary to the EAC members at least twenty-four hours prior to the special meeting.
- 4) Quorum. In the event a quorum is not present at any meeting, the members may reschedule the meeting for a later date with the required notice. A quorum shall consist of three of the current voting members. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the EAC.
- 5) Voting. Each voting member is entitled to one vote, with the voting governed by parliamentary procedure according to Robert's Rules of Order.
- 6) Notes: notes from meetings will be kept and copies of the meeting's notes will be sent to the Board and each member of the EAC. Notes/minutes will also be available for public inspection and kept on record at the Municipal Building.
- 7) Any Code of Conduct of the Township approved by the Board shall apply to the EAC and all of its meetings.
- 8) All meetings or portions of meetings shall be open to the public and subject to the Sunshine Act. The EAC may meet in closed session for any of the limited exceptions provided in section 707 of the Sunshine Act, as amended.

## **Article VI. Officers and Compensation**

- 1) Officers. The officers of the EAC shall be Chair, Vice-Chair and Secretary. The EAC shall elect from their members a Chair and Vice-Chair at the first meeting of each calendar year.



Officers shall serve for one year or until their successors are elected. The Secretary shall not be a voting member.

- 2) Chair. The Chair shall preside at all meetings of the Council and shall have the duties and powers normally invested in the Office of Chair. He/she shall enforce the bylaws and regulations of the EAC. He/she shall be the official spokesperson for the EAC.
- 3) Vice-Chair. The Vice-Chair shall carry out the Chair's duties in case of absence, incapacity, or resignation.
- 4) Secretary. The Secretary will be responsible for notifying all members of meetings, drafting and circulating agendas, performing research work and preparing reports as are necessary to fully advise the EAC of all facts on matters before the EAC, keeping on file all official records and reports of the EAC, keeping written records of EAC meetings, transactions and actions, serving required notice of all public meetings and public hearings, maintaining and circulating minutes, reporting on and attending to correspondence of the EAC and carrying out others duties as assigned by the EAC. The Township Manager (or designee) shall serve as Secretary.
- 5) Compensation. No board member shall receive any salary or payment for his/her services. Financial support of the EAC shall be provided by the Township with the approval of the Board.

## **Article VII. Duties of Environmental Advisory Council Members**

- 1) Management of business. Each EAC member shall assist in the study and review of an issue approved by the Board. Given the EAC's mission of providing an objective set of recommendations to the Board on each given issue, each member shall assist in preparing an analysis of the strengths and weaknesses of potential courses of action.
  - a. Special Task Forces may be formed by a majority vote of a quorum of EAC members at any regular or special meeting of the EAC. The EAC may appoint members of the general public to the special task force as it deems necessary and appropriate.
  - b. The EAC shall prepare an annual report to the Board on its activities, accomplishments, goals and objectives.
  - c. For each issue that the EAC reviews, it will generate a report to each member of Board that sets forth its findings and dissenting opinions if any.
  - d. The Environmental Advisory Council shall set an agenda with the help of the Board and Township staff and consultants.
  - e. The study of issues: The EAC will hear issues from the community regarding the environment and will determine which issue(s) need to be explored, or can be explored effectively. Upon deciding which issue(s) the EAC has preliminarily decided to study, the EAC will promptly issue a one page letter to the Board stating the issue(s) that it has selected, the resources needed, the length of the study, why it feels the issue is pertinent and requesting that the Board approve the study. Upon receiving this letter, the Board will notify the EAC which issues it would like the EAC to explore.

After receiving a request for a study from the Board, the EAC will examine the issue and provide the Board with a written report setting forth its recommendations and dissenting opinions (if any).



## **Article VIII. Order of Business for Meetings**

**Section 1** – The order of business at regular meetings shall be:

- 1) Call to order (*include announcing electronic recording of meeting*)
- 2) Roll call
- 3) Review of minutes of previous meeting and action thereon
- 4) Report of officers and committees (*includes BOC, PC, Manager and/or Planning/Zoning*)
- 5) Old business
- 6) New business
- 7) Public Comment
- 8) Agenda for next meeting
- 9) Adjournment

**Section 2** – A motion from the floor must be made and passed in order to dispense with any item on the agenda.

## **Article IX. Amendments**

The EAC shall have the power to recommend amendments to the bylaws, subject to the approval of the Board. Recommendations for amendments to the bylaws may be voted on at any regular or special meeting of the EAC and requires three votes of the council. No amendment shall be recommended unless a copy of such proposed amendment has been included in or enclosed with the notice of such meeting.

The EAC shall not have the power to recommend any amendment to the bylaws which would alter the status of the Environmental Advisory Council.

## **Article X. Hearings**

- 1) In addition to those required by law, the EAC may hold public hearings when the EAC and the Board decide that such hearings would be in the public interest.
- 2) Notice of the time and place of such hearings shall be published in at least one newspaper of general circulation in the territorial jurisdiction of the hearing, not earlier than two weeks prior to the hearing and not less than one week prior to the hearing.
- 3) The matter before the EAC shall be presented in summary by some person designated by the Chair, and parties in interest shall have privilege of the floor.
- 4) No record or statement shall be recorded or sworn to by the EAC as evidence for any Court of Law without notice to the parties mentioned in the record or statement.
- 5) A record shall be kept of those speaking before the EAC at such hearings.

APPROVED AND ADOPTED this 23<sup>rd</sup> day of June, 2022 at a public meeting.

TOWNSHIP OF SALISBURY  
(Lehigh County, Pennsylvania)

  
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President, Board of Commissioners

ATTEST:

  
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Secretary