

COMMON COUNCIL WORKSHOP AGENDA

November 18, 2021

The following meeting has been scheduled for TUESDAY NOVEMBER 23, 2021:

6:00 P.M. PUBLIC HEARING – Goundry Street Hitching Post Local Landmarking Proposed

6:30 P.M. Rich Andres /Chief Joe Sikora

Re: Discussion on NT Fire Rescue Boat

6:45 P.M. Austin Tylec

Re: Climate Control By-Laws


**7:00 P.M. Jason Koepsell
Water/Wastewater Superintendent**

Re: Chlorine System & Alarms Discussion

7:15 P.M. Common Council

Re: General Discussion

Respectfully submitted,



**Donna L. Braun
City Clerk-Treasurer**

November 10th, 2021

North Tonawanda Common Council
216 Payne Avenue
North Tonawanda, New York 14120

RE: Approval of Climate Smart Committee Bylaws

Dear Honorable Body:

The Climate Smart Task Force has met for the last few months believed it would be in the best interest of the Council & Community to create bylaws. The purpose of these bylaws is to establish structure, procedures, and dispute recommendation processes. The North Tonawanda Climate Smart Communities task force empowers our city to address the impact of climate change through education, community building, and measurable actions. We are looking for approval of the attached Climate Smart Bylaws by the Common Council, and to be filed by the City Clerk-Treasurer.

Thank you, and please reach out with any questions.

Respectfully,
Austin J Tylec
Alderman at Large



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BYLAWS OF NORTH TONAWANDA CLIMATE SMART COMMUNITIES TASK FORCE

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be North Tonawanda Climate Smart Communities (CSC) Task Force.

Section 2: The North Tonawanda Climate Smart Communities task force empowers our city to address the impact of climate change through education, community building, and measurable actions.

ARTICLE II - ANNUAL MEETING

Section 1: Annual Meeting. The Annual Meeting shall take place on the first regular monthly meeting date of the calendar year, set by the Task Force Members

Section 2: Purpose. The Annual Meeting shall be held to elect the officers of the Task Force by two-thirds vote. Only members appointed by the Mayor may serve in officer roles.

Section 3: Special Meetings. Special meetings may be called by the Chair of the Task Force.

Section 4: Notice. Notice of the annual meeting shall be given to each voting member, by mail, or email within 7 days of the meeting.

Section 5: Continue To Serve. If an annual meeting is not conducted and/or is unable to take place, the officers then in office continue to serve on the task force until successors have been formally elected.

ARTICLE III - TASK FORCE COMMITTEE & MEMBERS

Section 1: Role, Size, Compensation. The Task Force shall consist of appointed members by the Mayor. The Task Force acts as an advisory board to the common council and Mayor. The Task Force shall vote on items before formally submitting them to the Common Council for review and approval. Items may include, but are not limited to; requests to hold events, opinions on matters, recommendations, etc. The membership size shall be at the Mayor's discretion. The Task Force Members receive no compensation.

Section 2: Meetings. The Task Force shall meet each month at a date, time & place agreed on by the members. Meetings may be rescheduled if necessary, Virtual meetings are also allowed if the task force deems necessary.

Section 3: Terms. All appointed members shall serve on the Task Force until removed by the Mayor, terminated by excess absences, or by their own written resignation.

Section 4: Quorum. A quorum must be attended by two-thirds of Task Force Members before business can be transacted or motions made or passed.

Section 5: Voting. Only members appointed by the Mayor may have the ability to vote. Each member shall be entitled to one vote on each matter submitted for a vote at a meeting.

Section 6: Notice. An official meeting requires that each member have written notice within a reasonable amount of time, preferably 48 Hours.

Section 7: Officers and Duties. There shall be three officers of the Task Force consisting of a Chair, Vice Chair, and Secretary. Their duties are as follows:

The Chair shall convene regularly scheduled task force meetings, shall preside or arrange for other members of the committee to preside at each meeting in the following order: Vice-Chair, and Secretary.

The Secretary shall be responsible for keeping records of Task Force's actions, including overseeing the taking of minutes at all task force meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member (as requested), and assuring that records are maintained.

Section 8: Vacancies. When a vacancy on the Task Force exists, nominations for new members may be received from present members by the Secretary two weeks in advance of a regular meeting. These nominations shall be sent out to sitting members with the regular meeting announcement and shall be voted on at the next meeting. The vote will serve as a recommendation to the Mayor for his/her final approval & appointment.

Section 9: Resignation, Termination and Absences. Resignation from the Task Force must be in writing and received by the Secretary. A member shall be dropped for excess absences from the Task Force if s/he has three absences from meetings in a calendar year per The North Tonawanda Attendance Policy. A written notice will be sent to the mayor by one of the elected officers.

Section 10: Special Meetings. Special meetings of the task force shall be called upon the request of the Chair or one-third of the task force. Notices of special meetings shall be sent out by the Secretary to each member within a reasonable amount of time.

ARTICLE IV - SUBCOMMITTEES

Section 1: The task force may create subcommittees as needed, such as hosting community events, researching topics, etc. The task force will vote on the creation of subcommittees. and if the majority approves it a subcommittee will be created. Subcommittee members may choose a chair as they see fit. The subcommittee will report to the entire task force at the following meeting.

ARTICLE V - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Task Force Members. Proposed amendments must be submitted to the Secretary to be sent out with regular task force announcements and must be approved by the Common Council.

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These Bylaws were approved at a meeting of the CSC Task Force Members on October 13th, 2021.