



# SUSTAINABILITY BOARD

## AGENDA

DATE: November 15, 2021  
TIME: 3:00 p.m.  
LOCATION: City Hall Conference Room  
1 Public Square, 4th Floor

- 1) CALL TO ORDER *Chair, Valerie Guzman*
- 2) ATTENDANCE *Chair, Valerie Guzman*
- 3) RULES AND PROCEDURES/BYLAWS DISCUSSION *Lance Baker / Eric Bittner*
- 4) ADOPTION OF BYLAWS *Chair, Valerie Guzman*
- 5) UPDATE ON BENCHMARKING REPORTS *Carlye Sommers*
  - a) SUBCOMMITTEE DISCUSSION
- 6) APSU UPDATES *Olivia Herron*
- 7) NEW BUSINESS
- 8) PUBLIC COMMENT
- 9) ADJOURNMENT *Chair, Valerie Guzman*



## **SUSTAINABILITY BOARD**

### **Minutes, October 18, 2021**

#### **1) CALL TO ORDER**

The meeting was called to order at 3:00 PM by Chair Valerie Guzman

#### **2) ATTENDANCE**

Present: Valerie Guzman, Travis Holleman, Jimmy Mann, Karen Reynolds, Wanda Smith

Absent: Chris Rasnic, Bert Singletary

Also Present: Eric Bittner, Bill Harpel, Olivia Herron, Carly Sommers

#### **3) APPROVAL OF MINUTES**

Mr. Holleman moved that the September 20, 2021 minutes be adopted. Ms. Smith seconded. Motion passed unanimously.

#### **4) RULES AND PROCEDURES/BYLAWS DISCUSSION**

The Board reviewed the Ethics Commission and Montgomery County Green Certification Bylaws. The general consensus was that the Rules and Procedures/Bylaws must be clear, simple, and have a strong Mission Statement. The Bylaws must incorporate Resolution 55-2020-21 and incorporate item "A" for the Mission Statement(Raising awareness and educating City officials, employees and the public regarding sustainability concepts, ideas, trends, and the benefits of employing sustainability measures, and the costs of failing to pursue such measures). Ms. Reynolds asked that we ensure citizens are allowed to speak and confirmed that Board members can request a speaker. Per the Chair, speakers must be on the agenda and signed up through the City Clerk.

Mr. Bittner agreed to take all discussion items back to the Legal Department to begin drafting bylaws for the Committee to review at the November meeting.

Ms. Smith made a motion to continue discussion of the bylaws to the November 15, 2021 meeting. Mr. Holleman seconded. Motion passed unanimously.

5) ADOPTION OF BYLAWS

As the Bylaws are not ready to be adopted, the Board moved on to New Business.

6) NEW BUSINESS

Mr. Mann shared with the Board a mechanism which can be used to look at the City's facilities and compare usage by square footage. Perhaps this could even be a way to challenge the County. All agreed this would be a useful tool while working towards certification. Ms. Reynolds asked about the cost. Mr. Mann explained that while the report is free, an employee would be responsible for downloading the data into the report and will take time to build, so the cost associated would be city employee time. Ms. Reynolds suggested the Board look into what data is already generated and Mr. Harpel mentioned CDE and CGW already generate this data and that Finance build a grid to look at costs and usage times and perhaps this would be a good subcommittee item and that the allowance for subcommittees also needs to be included into the bylaws. Ms. Sommers agreed to put together a spreadsheet listing of all buildings under the City's guise and what their uses are. Mr. Mann asked whether or not fleet vehicle mileage could be included as a benchmarking tool. Ms. Sommers said yes, but it also depends on the department and that certification really looks at energy, efficiencies and overall conservation. She said there is a point system and that we can add points after certification - start at bronze and then the City can work towards silver and gold utilizing those additional points.

Chairperson Guzman asked that Ms. Sommers and Ms. Herron be added to the next agenda for updates and to also include a subcommittee discussion as well.

Ms. Reynolds announced the clean up efforts along Needmore Rd. and that she is working with Joanne McIntosh regarding socializing hybrid and electric vehicles

7) ADJOURNMENT

Councilperson Smith motioned for adjournment. Mr. Holleman seconded. Motion passed unanimously.

Meeting adjourned at 4:00 pm

ADOPTED:

---

Valerie Guzman, Chair

---

Lisa Canfield, City Clerk

# **CITY OF CLARKSVILLE**

## **SUSTAINABILITY BOARD BYLAWS**

### **Article I – Identification**

**Section 1: Name of the Board.** The City of Clarksville Sustainability Board (hereinafter referred to as, the “Board”)

**Section 2: Office, Mailing Address and Contact Information.** The Board shall meet at One Public Square, Clarksville, Tennessee 37040, but the Board may change its official meeting location to any other such place it may designate by appropriate notice. The contact information for the Board shall be as follows:

Attention: City Clerk  
One Public Square  
Clarksville, Tennessee 37040  
Telephone Number: (931) 648-6121  
Fax Number: (931) 221-0122  
Email address: Lisa.Canfield@cityofclarksville.com

**Section 3: Authority, Statutory Requirements, Other Laws and Policies.** The Board shall comply with all applicable laws, including, but not limited to, the Charter of the City of Clarksville (hereinafter the “Charter”) and the Official Code of the City of Clarksville (hereinafter, the “City Code”).

### **Article II - Mission Statement**

The Mission of the Board is to raise awareness, educate, and advocate sustainability goals and programs for the benefit of the City of Clarksville and its local private businesses and to develop and recommend standards by which to measure achievement of the goals set forth.

### **Article III - Officers**

**Section 1: Officers.** The voting members of the Sustainability Board shall elect officers for the Board. One member shall be elected to serve as Chairperson of the Board; one member to serve as Vice Chairperson of the Board; and one member to serve as Secretary for the Board.

a. **Chairperson.** The chairperson shall preside over all meetings of the Board. Nothing in these bylaws shall be construed to limit the authority of the chairperson to perform tasks as may be reasonably necessary to promote the mission, goals and objectives of the Board.

b. **Vice Chairperson.** The vice-chairperson shall perform the duties and responsibilities that may be delegated by the chairperson, and the assignments traditionally assigned to that office. In the absence or disability of the chairperson, the vice-chairperson shall perform the duties prescribed to the chairperson.

c. **Secretary.** The Secretary shall keep the minutes of all meetings of the Board and shall keep a record of all matters as deemed advisable by the chairperson. The Secretary shall give notice of all meetings and keep a roll of the members. The Secretary shall perform all such duties as the chairperson may prescribe. If for any reason the Secretary is not in attendance at any meeting, the presiding officer of such meeting may appoint any other board member to perform the duties of the Secretary for such meeting.

## **Article IV- Meetings**

**Section 1: Board Meeting.** Regular monthly meetings of the Board shall be held at such time as shall be determined by the Board. The chairperson shall conduct the meeting and determine the order in which Board members pose any questions. Board members may ask questions of any party or witness during the meeting.

**Section 2: Special Meeting.** Special meetings may be called by the Chairperson or by a simple majority of the members of the Board. The nature of the business shall be stated in the public meeting notice. Any and all business may be transacted provided a quorum is present.

**Section 3: Location of the Meeting.** The Board shall meet at One Public Square, Clarksville, Tennessee 37040, but the Board may change its official meeting location to any other such place it may designate by appropriate notice.

**Section 4: Meeting Minutes.** Minutes shall be taken at every Board meeting and shall be approved by majority vote of the Board. Approved minutes shall be made available to the public for viewing through the City Clerk's office.

**Section 5: Voting.** The voting on all questions coming before the Board may be by voice vote, unless a roll call is requested by any member prior to the vote, in which case the vote shall be by roll call, and the ayes and nays of any roll call shall be entered upon the minutes of such meeting.

Voting by proxy is prohibited.

**Section 6: Quorum.** A majority of Board Members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the members upon a vote of a majority of the members present, except for such votes that may require a minimum number of votes pursuant to the City Code, Charter, or other law of general application.

**Section 7: Public Input.** A public comment period shall be conducted during meetings of the Sustainability Board not to exceed fifteen (15) minutes unless waived by the Chairperson. Each person shall be allowed a maximum of five (5) minutes to speak regarding matters within the jurisdiction of the Board during the comment period.

### **Article V- Committees**

In order to carry out the mission of the Sustainability Board the Chairperson may establish committees and sub-committees the Board deems necessary for the effective execution of its duties and responsibilities. The Chairperson shall appoint all committee chairs.

### **Article VI - Parliamentary Procedures**

**Section 1: *Robert's Rules of Order*.** Except where the Charter or other rules provide to the contrary, meetings shall be governed by the current version of *Robert's Rules of Order* in effect at the time of the meeting.

### **Article VII - Bylaw Amendments**

These bylaws shall be reviewed annually or as necessary. They may be amended at a meeting of the Board by majority vote of those present. The proposed amendments shall be circulated in writing to all Board members at least ten (10) days prior to such meeting.