

ORDINANCE NO. 2026-056

AN ORDINANCE REPEALING ORDINANCES 1995-103, 1999-64, AND 2009-38 AND ADOPTING NEW BY-LAWS AND RULES OF PROCEDURE FOR THE SUSTAINABILITY COMMISSION THAT IDENTIFIES THE SUSTAINABILITY COMMISSION'S FOCUS AREAS FOR SUSTAINABILITY EFFORTS AND ALLOWS THE SUSTAINABILITY COMMISSION TO AMEND ITS OWN BY-LAWS AND RULES OF PROCEDURE IN THE FUTURE WITHOUT REQUIRING COUNCIL REVIEW AND AUTHORIZATION AND DECLARING AN EMERGENCY.

WHEREAS, the Sustainability Commission acts in an advisory role in furtherance of the goals set forth in the Climate Action Plan, as well as any other environmental and sustainability issues; and

WHEREAS, the Sustainability Commission is the only Board or Commission that currently requires Council approval of amendments to its by-laws and rules of procedure; and

WHEREAS, the Sustainability Commission should have the authority to amend its by-laws and rules of procedure consistent with other City boards and commissions in order to improve time efficiency and enable the Sustainability Commission to respond to changes in procedural or topical matters of interest.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio:

SECTION 1. That Kent City Council repeal Ordinances 1995-103, 1999-64, and 2009-38 and adopt new by-laws and rules of procedure for the Sustainability Commission more fully outlined per Exhibit "A", attached hereto and made a part thereof.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediate after passage.

PASSED:

Date

EFFECTIVE:

Date

ATTEST:

Kathleen Coleman
Clerk of Council


Jack Amrhein
Mayor and President of Council

I, KATHLEEN COLEMAN, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND
IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS
OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE No.*
2026-056, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON June 17, 20 26.

(SEAL)

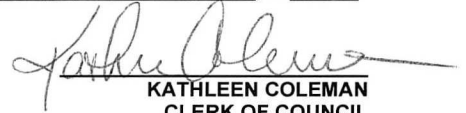

KATHLEEN COLEMAN
CLERK OF COUNCIL

EXHIBIT A

SUSTAINABILITY COMMISSION BY-LAWS AND RULES OF PROCEDURE

ARTICLE I. OBJECTIVE AND PURPOSE

The objective and purpose of the Sustainability Commission of the City of Kent, Ohio (hereafter referred to as the "Commission") is to act in an advisory role in furtherance of the goals set forth in the Climate Action Plan (CAP), as well as any other environmental and sustainability issues. authorized by Kent City Council in April 2023 (Resolution 2023-018) and any future updates to the CAP. The Commission operates under the guidance of the City's full-time Sustainability Coordinator.

The Commission's advisory capacity is focused in the following three (3) core components to provide support for the City's sustainability efforts:

1) Input and Advisory: The Commission shall provide feedback and input on sustainability work being done by the City, as reported orally and in writing by the Sustainability Coordinator to the Commission. Should Kent City Council or other City staff have a direct request of the Commission, it will be communicated by the Sustainability Coordinator to the Commission. Any suggested actions, recommendations, and/or proposed legislation related to the City's sustainability work generated by the Commission will be reviewed by the Sustainability Coordinator and City staff in order to ensure compliance with City legislation, policies, and procedures. A portion of every Commission meeting agenda will allocate time for Commission input on the staff report and/or other direct information requests, if any, that may arise from Council, City staff, or members of the community.

2) Education and Outreach: The Commission will support and assist the Sustainability Coordinator in sharing and promoting the programs, initiatives, and other work related to the City's sustainability efforts. Such efforts may include participation in various forms of community engagement and the provision of sustainability-related educational efforts for the general public, including but not limited to tabling at events, presentations, writing articles for the City's Sustainable Kent e-Newsletter, development of informational and/or promotional materials, and/or other aspects of event planning. If individual Commission members are asked to participate in a sustainability event or activity not organized by the City or the Commission, the member will review the invitation with the Sustainability Coordinator and the other Commission members to secure prior approval before accepting and participating in the event or activity. Any approved events scheduled outside of the

Community Development Department's regular business hours requires the Commission member who agreed to participate to be solely responsible for attending the event as a Commission volunteer. Members of the Commission also may assist the Sustainability Coordinator in staffing City approved events held during regular and non-regular business hours. A portion of every Commission meeting agenda will allocate time for members to review any known and/or potential education and outreach events for Commission approval. A majority vote from the Commission approving attendance at an event is required. The Community Development Director will need to approve a Commission member attending an event if the event is held prior to a Commission vote approving participation in the event.

3) Connection to Sustainability Interests in the Kent Community: The Commission will share information and resources related to sustainability issues, concerns, events, and needs as they arise. A portion of every Sustainability Commission meeting agenda will allocate time for this type of communication so that the Commission and the Sustainability Coordinator are aware of sustainability-related matters occurring within the Kent community. Should an item or topic addressed during this portion of the meeting warrant further discussion or research, members will vote to list it as an item on a future agenda for formal discussion by the Commission. Outside of scheduled Commission meetings, members may share event or resource information with the Sustainability Coordinator who will disseminate the information as a no action item. Any of those items may be brought to the next Commission meeting by a member for further discussion during this prescribed part of the meeting.

ARTICLE II. MEMBERSHIP

The Sustainability Commission shall consist of five (5) citizens with an interest in sustainability who are appointed to a three (3) year term by Kent City Council. Kent City Council may appoint a member of Council as a non-voting liaison to the Sustainability Commission.

ARTICLE III. OFFICERS AND RESPONSIBILITIES

- A. The officers of the Commission shall consist of a Chairperson, Vice Chairperson, and Secretary.
- B. The Chairperson will be the presiding officer over regular business meetings as well as any special meetings that may be called by the Commission. The Chairperson shall perform the following duties:
 - 1) The Chairperson shall call the meeting to order at the appointed time;
 - 2) The Chairperson shall determine if a quorum of the body is present for the meeting;

- 3) The Chairperson shall announce the sequence of the order of business to take place at the meeting based on the agenda publicly posted for the meeting;
 - 4) The Chairperson shall state and put to a vote all actions and questions that legitimately come before the Commission;
 - 5) The Chairperson shall protect the meeting from disruptive, frivolous or irrelevant discussions or motions;
 - 6) The Chairperson shall be responsible for maintaining order during the meeting;
 - 7) The Chairperson shall make every effort to expedite the progression of business to come before the Commission, while remaining cognizant of the right to speak held by all members and the audience.
 - 8) The Chairperson may participate in any discussion and shall be a voting member on the Commission.
- C. The Vice Chairperson shall assume responsibility at a Commission meeting in the absence of the Chairperson.
- D. The Sustainability Coordinator is designated as the Secretary for the Commission. The Secretary is responsible for developing the meeting agenda, posting Commission meeting notices for the meetings in accordance with the City's open meeting requirements, and preparing summaries of the Commission meetings that will be retained in the City's files. The Secretary shall act as the Chairperson of any meeting at which the Chairperson and Vice Chairperson are not present.

ARTICLE IV. ELECTION OF OFFICERS AND TERMS OF OFFICE

- A. The Commission shall elect a Chairperson at the first meeting of each calendar year;
- B. The Chairperson shall be elected by a majority vote of the Commission and shall serve a one-year term. The Chairperson may be re-elected to additional terms as long as membership is maintained on the Commission.
- C. The Vice Chairperson shall be elected by a majority vote of the Commission and shall serve a one-year term. The Vice Chairperson may be re-elected to additional terms as long as membership is maintained on the Commission.

ARTICLE V: MEETINGS

- A. Commission meetings shall be held quarterly on the first Monday of February, May, August, and November, except when a legal holiday falls on this day. In the event the first Monday of the designated meeting month is a holiday, the meeting of the Commission shall be scheduled on the following Monday of the month that is not a legal holiday.

- B. A majority of the members of the Commission shall constitute a quorum. This will be the number of affirmative votes necessary to approve and proceed with business of the Commission;
- C. The Secretary shall prepare an agenda and any related materials for each meeting and be responsible for ensuring the meeting notice is posted at Kent City Hall, 319 S. Water Street, a minimum of 48 hours prior to the date of the meeting. The Secretary shall be responsible for ensuring the meeting notice and any related materials are distributed to all Commission members as well as any persons having a specific interest in any meeting;
- D. No more than two Commission members may participate in any ad-hoc working group(s) and/or sub-committee(s), which may be convened informally (with or without the Sustainability Coordinator) outside of the scheduled Commission meetings. Ad hoc working groups can include non-Commission members without violating the Commission's by-laws or rules of procedure.
- E. Work Sessions

The Commission can schedule Ad Hoc working sessions (hereinafter referred to as "work session(s)") and/or Special Meetings outside of normal Community Development Department business hours in months when there is not a quarterly meeting, or even in the same month as a formal quarterly meeting. A work session has no more than two Commission members present, and no voting activity will be held at said work session. These work sessions are intended to allow for brainstorming, drafting or reviewing of materials, generation of new ideas, and/or any other items needed for Commission business.

The standard practice for scheduling and holding a work session(s) (no quorum/voting activity) is as follows:

- 1) A member of the Sustainability Commission reaches out to another relevant Commission member and/or community member(s) to request a work session. Members coordinate the logistics of availability, day, time, and place amongst themselves and hold the meeting. No meeting minutes or summaries are required for a work session. City staff are not required to be present.
 - a. Should a member of the Commission wish to hold a work session during Community Development business hours (earliest time to convene 7am – adjournment by 5pm) *and* would like the Sustainability Coordinator to be present, they may reach out to the Sustainability Coordinator with the work session request, and the Sustainability Coordinator can assist with availability logistics and help hold/attend the meeting.
- 2) Any items generated during a work session that need a vote or full board discussion can be brought back to the full board at a quarterly meeting and/or a Special Meeting can be requested for a future date.

F. Special Meetings

If Commission business (either on a previously approved topic, or a new topic) requires a full board discussion and/or a subsequent vote by members, a quorum is required and a special meeting is needed.

The standard practice for scheduling and holding a Special Meeting (full board discussion, quorum, and/or vote required) is as follows:

- 1) The Chairperson of the Commission reaches out to the Sustainability Coordinator to request a Special Meeting on a specific topic or issue at least 48 hours, but preferably 7 to 10 days prior to when the meeting is desired to be held.
 - a. If another member of the Commission would like to request a Special Meeting, they must submit their request to the Chairperson
- 2) The Sustainability Coordinator sends notice of the potential date(s) and time(s) to the members of the Sustainability Commission to poll members for attendance and ensure a quorum is available.
- 3) The Sustainability Coordinator will format the agenda and ensure it is posted pursuant to open meeting notice requirements and will schedule for the City Hall Community Room to be unlocked for access. Staff will not attend the meeting if it is held outside of normal business hours.
- 4) The Chairperson will run the agenda for the meeting and will assign someone to take summary meeting notes. If the meeting notes are forwarded to the Community Development Department, staff can draft the summary minutes for the public record and forward to the Commission for review and approval at the next scheduled quarterly meeting.

ARTICLE VI. RECORDS AND FILES

All records and files, including meeting agendas, meeting summaries, related documents, and correspondence to and from the Commission shall be maintained by the Community Development Department. Such information shall be open to the public and may be accessed by the public during regular Community Development business hours.

ARTICLE VII. UNEXCUSED ABSENCES

Commission members are expected to notify the Sustainability Coordinator or the Community Development Department in the event a member must be absent from a meeting and any absence with a notice is considered excused.

Any Commission member without an excuse from three (3) regular meetings within a single calendar year may be referred to Kent City Council for consideration of removal from the Commission.

ARTICLE VIII. AMENDMENTS

These by-laws and rules of procedure may be amended by a two-thirds (2/3) vote of the entire membership of the Commission.

APPROVED: _____