

BYLAWS
for
THE CHATHAM ENVIRONMENTAL FORUM

As approved, April 8, 1991
As amended, September 9, 1991.
As amended, May 10, 1993
As amended, July 11, 1994
As amended, October 14, 1996
As amended, November 7, 2007

ARTICLE I: PURPOSE OF THE ORGANIZATION

The Chatham Environmental Forum (The Forum) will, through education, research, and an open communication process, seek consensus solutions to pertinent, affectable environmental issues. The Forum will be a resource to governmental bodies with the purpose of influencing policy makers.

ARTICLE II: MEMBERSHIP

SECTION 1. Numbers of Members

The Forum will consist of twenty-seven (27) members with eight (8) selected from the business community, eight (8) selected from the civic/governmental sector, and eight (8) selected from the environmental community. The remaining three (3) at-large members will be selected by the twenty-four (24) appointed members. All sectors are encouraged to include appointments from fields in education and institutions.

SECTION 2. Selection of Members

Eight (8) Forum members from the **BUSINESS GROUP** will be appointed by existing members of the business group.

Eight (8) Forum members from the **CIVIC/GOVERNMENT GROUP** will be appointed by existing members of the civic/government group.

Eight (8) Forum members from the **ENVIRONMENTAL GROUP** will be appointed by existing members of the environmental group.

SECTION 3. Requirements for Membership

Members will serve strictly as individuals appointed to The Forum and will not serve as representatives of any group or organization. There is no geographical requirement for membership (i.e., members are not required to be Chatham County residents).

SECTION 4. Term of Membership

One-third (3) of the original appointees from each of the three main groups will have a one-year term; one-third will have a two-year term; and one-third will have a three-year

term. After their initial terms expire, members can serve an indefinite series of three-year terms. The Forum will appoint the three (3) at-large members every year for up to one-year terms.

SECTION 5. Alternate Members

Alternate members are allowed. A specific alternate, designated by the member, may take the place of a member at a meeting and may attend closed sessions, and may participate in dispute resolution sessions. It is the intent that the members attend all meetings, but in the event that the member cannot attend, the alternate will attend in his/her place.

Alternates are encouraged to attend all meetings so as to keep informed on Forum issues. Only the member may take part in discussions if both member and alternate are present. Attendance at a meeting by the Alternate will not be considered member attendance.

SECTION 6. Attendance

Members are expected to attend all meetings. Three (3) consecutive absences by a member automatically vacates the appointment, during which time quorum requirements will adjust to reflect a two-thirds quorum of members in good standing until such time as the nominating organization reappoints a member (as stated in ARTICLE V: SECTION 2. QUORUM). All members and all nominating sectors will be notified of this decision.

ARTICLE III: DURATION OF THE FORUM

The initial term of The Forum will be three years. An evaluation of the usefulness of The Forum will be made at the end of the first year by the Institute of Community and Area Development of The University of Georgia with the results of the evaluation being given to The Forum and to the members of the original Planning Group.

ARTICLE IV: COMMITTEES

SECTION 1. Standing Committees

Standing Committees can be established by amending the Bylaws.

SECTION 2. Ad Hoc Committees

Ad hoc committees can be established at any time by the Membership.

ARTICLE V: MEETINGS

SECTION 1. Open Meetings

All meetings of The Forum consisting of a quorum of the members will be open under the principles of the Georgia Open Meeting Law. Meetings dealing with personnel and

contracts will be closed as specified in the Law.

SECTION 2. Quorum

A quorum will consist of two-thirds of Forum members in good standing per attendance requirements of ARTICLE II: SECTION 6.

SECTION 3. Decision-Making

A quorum of the members must be present for any decisions to be made. The Forum will work toward building consensus rather than using the voting system.

SECTION 4. Setting of Agenda

Each meeting's basic agenda will be developed by the officers. Agenda items may be added by Forum members up to 10 days before the meeting. Each meeting's agenda will be mailed to Forum members no later than 10 days before the meeting.

All requests to The Forum by parties other than members regarding issues to be addressed, topics to be discussed, and actions or activities to be undertaken by The Forum must be submitted two weeks prior to the meeting at which they will be addressed.

ARTICLE VI: METROPOLITAN PLANNING COMMISSION RELATIONSHIP

The Forum is empowered to serve in an advisory capacity to the Metropolitan Planning Commission on environmental issues and problems. The Forum, when requested by the Planning Commission, shall recommend to the Planning Commission actions leading to the development, of environmentally sound plans and policies on behalf of the citizens of Chatham County, including but not limited to the following areas of concern:

- Water Supply
- Water Quality
- Wastewater Treatment
- Solid Waste Management
- Wetlands Protection
- Other Appropriate Environmental Issues.

ARTICLE VII: REPORTING

The Forum, when functioning in an advisory capacity to the Planning Commission, will send written reports to the MPC as appropriate. Reports will include the conclusions and recommendations of The Forum, positions taken, and the reasoning for the conclusions and recommendations. Before the release of any report, all members of The Forum will have the opportunity to review and comment on the report. After the reports are reviewed by the members of The Forum, they will become public documents.

Other Forum reports will follow the same process.

Reports of The Forum will represent either a consensus view or a combination majority and minority views. If the Forum does not reach a consensus, the minority views will be included in the report. The Forum also may choose to report facts as the Forum sees them without making any recommendations.

ARTICLE VIII: OFFICERS

Officers of The Forum shall be selected from candidates recommended by a Nominating Committee. The Nominating Committee shall be formed in March of each year and be composed of one member from each group (Environmental, Business and Government) who is selected by the appropriate group. In April of each year, the Nominating Committee shall present a slate of officers according to the Bylaws. Before taking office, Nominees shall be confirmed by The Forum at the May meeting. Officers shall serve a one-year term beginning in June.

Forum officers, forming the Executive Committee, shall consist of a Chair, a First Vice Chair, and a Second Vice Chair, whose responsibility shall be facilitation of Forum business. In addition, each group shall select an alternate to serve on the Executive Committee. The Executive Committee shall assign specific duties among its members, such as secretary, treasurer and membership chair.

Rotation of Officers:

	YEAR			
	1	2	3	
Chair	A	B	C	A=Environmental
1st Vice Chair	B	C	A	B=Business
2nd Vice Chair	C	A	B	C=Government

If group A, B or C does not have a designated nominee for chair, rotation moves forward.

If an officer cannot complete a term, the group represented will nominate a replacement for the unexpired term subject to approval by The Forum. The Chairman shall serve for one year. Rotation among the three groups shall occur each year according to the Bylaws. If Chair is absent, responsibility for chairing meeting rotates to First Vice Chair, then to Second Vice Chair.

ARTICLE IX: STAFF

The Planning Commission will provide staff support to The Forum during its deliberations on matters referred to it by the Planning Commission, including notification of meetings; research and dissemination of information and materials for meetings; reports from special MPC technical task forces; the taking of minutes; and similar activities.

ARTICLE X: AMENDMENTS

The Bylaws can be amended. Proposed amendments to these Bylaws must be submitted in writing at a regularly scheduled meeting. No action on a proposed amendment can be taken until the next meeting.