

Loudoun County Environmental Commission

Bylaws

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Article I: Name

The name of this advisory commission shall be the Loudoun County Environmental Commission (hereafter "the Commission").

Article II: Purpose and Objectives

A. Purpose

The purpose of the Commission shall be to advise and make recommendations to the Loudoun County Board of Supervisors (hereafter "the Board") on policies and practices dealing with the environment, sustainability and the management of energy.

1. The Commission was created by the Board on December 1, 2020, pursuant to Section 15.2-1411 of the Code of Virginia.

B. Objectives

The objectives of the Commission shall be to act in an advisory capacity to the Board in recommending policies and procedures relating to:

1. The protection, preservation, conservation and enhancement of the environment;
2. Sustainability;
3. Management of energy;
4. Environmental justice to ensure equity across all populations, especially minority, low-income or historically underserved communities;
5. Priority initiatives identified in the Loudoun County General Plan and the Board's Strategic Plan;
6. Considering the diversity of viewpoints across Loudoun County in its deliberations to the greatest extent possible.

C. Annual Report

The Commission shall file an annual report on a date to be determined by the Commission members each year. The report shall outline the Commission activities, identify problems affecting the environment, sustainability and the management of energy, and make recommendations which will serve to enhance the environment, sustainability and the management of energy.

D. Annual Public Forum

The Commission shall hold an annual public forum to engage the public in issues of environmental concern. The annual report shall be presented to the public at the annual public forum. The annual report shall also be presented to the Board after public input.

E. Environmental Excellence Awards

The Commission shall present the Loudoun County Environmental Excellence Awards annually to individuals, businesses, nonprofit organizations and educators for their leadership on environmental issues.

F. New Initiatives

The Commission may recommend new initiatives to the Board regarding policies and practices related to the environment, sustainability, and the management of energy. The Commission shall create an annual workplan and workplans for each permanent standing committee to manage the implementation of new initiatives approved by the Board. The workplans for a new initiative shall be subject to approval by the Board.

Article III: Membership

The Board recognizes that advisory body membership should be based on a potential member's knowledge of, participation in, receipt of services from, or contribution to programs related to the mission of the advisory body in Loudoun County.

A. Membership

1. The Commission shall consist of fifteen (15) voting members (one of which shall be a student member) and two (2) non-voting members who shall represent the subject-matter-expert (SME) or at-large categories shown in the Commission and Committee Membership Roster in Attachment 1, which is hereby incorporated into these bylaws. Members shall be nominated and duly appointed by the Board.
 - a. Except for the student member, members may reasonably be considered SMEs by virtue of their educational or professional experience in the fields of environmental conservation and protection, the protection and use of sustainable resources or the use of sustainable energy within Loudoun County. Ideally, members should have at least five years of relevant educational, training, or practical experience in their respective fields.
 - b. Except for members recommended by a utility or coalition to represent their organizations, as listed in Attachment 1, members shall be residents of Loudoun County. Under special circumstances, and when specifically approved by the Board by a two-thirds majority vote, individuals who meet other qualifications but who are not Loudoun County residents may serve on the Commission.
 - c. Members may serve on the Commission and no more than one other advisory body concurrently.
2. In addition to the fifteen voting members and two non-voting members, the Board may appoint ex officio non-voting members to the Commission to participate in deliberations.

B. Membership Terms

1. The student member shall serve a term of one year. The remaining fourteen voting Commission members shall serve a term of four years. Members may be reappointed to one consecutive term and subsequent non-consecutive terms. There is no limit on the number of non-consecutive terms that a member may serve.
- d. To establish staggered four-year terms for half of the Commission, members occupying positions identified by an asterisk (*) in Attachment 1 shall serve an initial term of two years and three months beginning on April 1, 2021. Beginning on July 1, 2023, these same members shall begin a four-year term. The initial term for these members that ended on June 30, 2023, shall not be subject to the consecutive two-term limit established above. Members occupying positions without an asterisk in Attachment 1 shall serve an initial term of 4 years and three months.
- e. The two non-voting Commission members shall serve until a successor is duly appointed.
- f. A member may immediately resign from the Commission upon written notice to the Board.
- g. In the event a member resigns or otherwise vacates his/her seat prior to the expiration of his/her term, the vacant seat shall be filled by the Board through its regular appointment process.
- h. Ex officio members appointed by the Board shall be appointed or re-appointed concurrently with the beginning of the Board's term of office.
2. In the event any Commission member is absent for three (3) or more consecutive meetings, the Chair of the Commission ("Chair") will notify the member of the Board who appointed the member and the Commission may by majority vote petition the Board to declare the seat vacant and appoint a new member to serve the remainder of the term. Commission members are encouraged to provide notification of their absence to the Chair or to staff in advance of any meeting.
3. All members serve at the pleasure of the Board. Members will adhere to the Board of Supervisors' Policies and Procedures on Advisory Boards, Commissions, and Committees, and Code of Ethics (derived from the Board's Code of Ethics). The Board may remove any Commission members found in violation of the Board of Supervisors' Policies and Procedures on Advisory Boards, Commissions, and Committees, and Code of Ethics (derived from the Board's Code of Ethics).

Article IV: Officers

A. Officers

The officers shall consist of a Chair and a Vice-Chair who shall be elected in July every two years by majority vote of the Commission at the Biennial Meeting as hereinafter defined. The Chair and Vice-Chair will serve until their successors are duly elected and may be re-elected for one additional consecutive term.

B. Responsibilities of the Chair

The Chair shall preside over all meetings of the Commission, authorize calls for any special meetings, recommend the establishment of any committee and any committee assignments, execute all documents authorized by the Commission, and serve as an ex officio voting member of any permanent or ad hoc committee. In addition, the Chair shall set the agenda for Commission meetings with input from the members of the Commission, interface with the Director of General Services or his/her designee on behalf of the Commission, and generally perform all duties associated with that office.

C. Responsibilities of the Vice-Chair

The Vice-Chair, in the event of the absence or disability of the Chair or vacancy in that office, shall assume and perform the duties of Chair.

D. Vacancies and Special Elections

In the event of a vacancy in Chair or Vice-Chair, the Commission, by majority vote at a duly called meeting with a quorum of members present, may fill the position for the remainder of the term.

Article V: Responsibilities of Staff

A. Staff shall

1. Ensure all Commission or committee meetings are properly advertised to the public.
2. Ensure proper minutes are taken at all Commission and committee meetings.
3. Distribute and post the minutes for public access after formal approval by the Commission.
4. Deliver the appropriate documents to members of the Commission and any committee at least three (3) business days prior to any meeting.
5. Be responsible for informing the Commission of any event or incident, which in Staff's opinion is detrimental or potentially detrimental to the Department of General Services.
6. Advise the Commission on any matters involving the Virginia Freedom of Information Act.
7. Monitor membership roster and inform the Office of the County Administrator when a vacancy outside of term limits occurs.

Article VI: Meetings

A. Regular Meetings

Regular meetings shall be held at least monthly, except for the month of August. The date, hour, and location of those meetings shall be determined by the Commission at its Biennial Meeting.

Proceedings of all meetings of the Commission shall be governed by Robert's Rules of Order.

B. Biennial Meeting

The Biennial Meeting, which shall be for the purpose of the election of officers, shall be held every other year in July.

C. Special Meetings

Special meetings may be called by the Chair at the request of three (3) members for the transaction of business as stated in the call for the special meeting.

D. Quorum

A quorum for the transaction of business at any Commission or committee meeting shall consist of at least fifty-one percent of the members, exclusive of any vacant seats. There shall be a quorum requirement of at least fifty-one percent of the committee members for committee meetings. Without a quorum present, no official business may be conducted at a Commission or committee meeting.

E. Votes

All votes shall be by simple majority, i.e., one more than half of the members present, unless stated otherwise in these bylaws. Proxy votes shall not be permitted.

F. Minutes

Each Commission meeting will have summary minutes reflecting the actions and recommendations of the Commission and Staff shall ensure the minutes are forwarded to all members within thirty (30) days of a meeting and, once approved by the Commission, properly posted on the County's website.

G. Cancellation

In accordance with the Board of Supervisors Inclement Weather Policy for Advisory Boards, Commissions, and Committees, any regular or special meeting of the Commission or a committee scheduled to be held on a day that Loudoun County Public Schools are closed due to inclement weather shall be canceled. When the Loudoun County government is closed because of inclement weather, all Commission meetings are also canceled. The substitute date, hour, and location, if any, of such meeting will be set by the Chair of that meeting and properly noticed. School delays will not affect meeting time.

H. Meeting Announcement

All meetings must be posted on the County Government Calendar, on the County's website, at least three (3) business days in advance of the meeting.

Article VII: Remote Participation

A. Eligibility

In accordance with Virginia Code § 2.2-3708.3 and the Board approved Standards of Conduct and Rules of Order, an individual Commission member may participate in meetings of the Commission, or of a committee, from a remote location due to a medical condition or personal matter that prevents physical attendance, provided the Commission has a quorum who are physically assembled at the primary meeting location.

B. Requests

Requests for remote participation must be made in writing to the Chair of the Commission, with a copy to the Staff Liaison and County Attorney's Office, before noon on the day of the meeting, stating the specific nature of the medical condition or personal matter, and the location from which the member will participate.

C. Limits

There is a limit on the number of meetings a member of the Commission may make from a remote location for a personal matter in each calendar year (25% of all meetings rounded up to the next whole number or two (2) meetings per year, whichever is greater). This limitation shall apply separately with respect to the meetings of each committee.

Article VIII: All-Virtual Meetings

A. Authorization

The Commission, or any of the Commission's committees, may hold all-virtual public meetings only as provided for in Virginia Code § 2.2-3708.3.

B. Notice

Notice of an all-virtual public meeting must be made at least three (3) business days prior to the day of the meeting on the County's FOIA calendar and the meeting's agenda in coordination with the Commission Staff Liaison and County Attorney's office. The request to hold an all-virtual meeting shall be submitted by the Staff Liaison and will include the meeting link, time and date, and other information necessary to meet the criteria described in Virginia Code. The all-virtual meeting must include public access to the all-virtual meeting, have all agenda materials available to members of the public in electronic format and provide the option for members of the public to provide input.

C. Closed Sessions

Advisory bodies may not hold closed sessions during an all-virtual public meeting. If a closed session must be taken up, it should be taken up at the next in-person meeting of the body.

Article IX: Committees

A. Formation

The Commission may request to establish or dissolve committees provided such action is approved by a majority of the Commission, exclusive of any vacant seats. The appropriate Board standing committee must approve the establishment or dissolution of any standing committees.

B. Committee Composition

There can be no more than fifteen (15) members on any committee. The majority of the members on a standing committee shall be Commission members and all members of standing committees shall be approved by the Board. The Commission may nominate to each standing committee from one (1) to six (6) members who are not Commission members. However, the committee members must represent the categories for their prospective permanent standing committee as shown in the Commission and Committee Membership Roster in Attachment 1. All ad hoc committee members shall be members of the Commission. The Chair shall appoint committee chairs. All committee chairs must be active members of the Commission.

C. Standing Committees

1. The Commission shall have three (3) standing committees:
 - a. Sustainable Energy — committee will advise the Commission on initiatives to advance energy efficiency and renewable energy.
 - b. Natural Resources Conservation and Protection — committee will advise the Commission on all matters related to water and natural resources (this shall not include the review/referral of legislative and administrative development applications).
 - c. Public Engagement — committee will advise the Commission on methods to increase public participation in its current and future initiatives and efforts.
2. Standing committees shall be disbanded and reconstituted every two (2) years to be aligned with the Commission's terms of office. During the two-year reconstitution process, the Commission shall nominate to the Board for approval a slate of candidates to the permanent standing committees.

D. Ad Hoc Committees

Ad hoc committees may be recommended and approved by the Commission to address specific issues. The Commission must provide the expected goals for any ad hoc committee, suggest activities to complete these goals and propose a timeline for the anticipated completion of these goals. The Commission may terminate any ad hoc committee at any time.

E. Committee Meetings

The chair of each committee shall call committee meetings as deemed appropriate.

Article X: Amendments

These bylaws may be amended by two-thirds vote of the Commission members present at any regular meeting exclusive of any vacant seats and with the approval of the Board. Notice of any proposed amendment must first be submitted in writing to the Commission members at least one (1) week prior to the meeting. The amended bylaws shall be considered in full force and effect only upon formal approval by the Board of Supervisors.

Adoption and Amendment History

Adopted by the Loudoun County Board of Supervisors on February 12, 2021.

Amended by the Loudoun County Board of Supervisors on July 6, 2021.

Amended by the Loudoun County Board of Supervisors on May 16, 2023.

Approved/Amended by two-thirds vote of the Environmental Commission on June 5, 2024.

Approved by the Board of Supervisors on September 4, 2024.

Approved/Amended by two-thirds vote of the Environmental Commission on January 7, 2026.

Approved by majority vote of the Board of Supervisors on April 7, 2026.

Based on bylaws template revised July 15, 2025.

Attachment 1: Environmental Commission Membership Roster

#	Category	Guidelines	Term Begins*	Term Ends
1	Data Center Coalition	One representative recommended by coalition	4/1/2021	6/30/2023**
2	SME: Engineer with LEED AP and/or CEM		4/1/2021	6/30/2025
3	SME: Clean Transportation	Virginia Clean Cities; Sierra Club; Engineers, Planners or other professionals who specialize in Clean Transportation	4/1/2021	6/30/2025
4	SME: Sustainable Energy	Wind, Solar, Geothermal	4/1/2021	6/30/2025
5	Member of collegiate faculty specializing in environmental issues	NOVA, George Mason, George Washington University, ...	4/1/2021	6/30/2023**
6	Loudoun County HS Junior/Senior	LCPS nominates and identifies student	4/1/2021	6/30/2022
7	Member of an Environmental Conservation Organization	Representing soils, plants, and/or habitat	4/1/2021	6/30/2023**
8	Natural Resources/Water Quality		4/1/2021	6/30/2025
9	Member of environmental organization that represents/supports underrepresented populations	Community Housing Partners, Virginia Environmental Justice Collaborative, Local Environmental Groups	4/1/2021	6/30/2025
10	Environmental Planner		4/1/2021	6/30/2025
11	Citizen at-large ¹	Demonstrate active involvement in environmental protection, preservation, conservation, or enhancement.	4/1/2021	6/30/2023**

#	Category	Guidelines	Term Begins*	Term Ends
12	Citizen at-large ¹	Demonstrate active involvement in environmental protection, preservation, conservation, or enhancement.	4/1/2021	6/30/2023**
13	Citizen at-large ¹	Demonstrate active involvement in environmental protection, preservation, conservation, or enhancement.	4/1/2021	6/30/2023**
14	Public Utility – Electric	Electric Public Utility (operating in Loudoun County) to recommend their representative.	4/1/2021	6/30/2025
15	Public Utility – Gas	Gas Public Utility (operating in Loudoun County) to recommend their representative.	4/1/2021	6/30/2025
16	LCPS Energy & Environment Team Manager			
17	Public Utility – Water ²	Water Public Utility (operating in Loudoun County) to recommend their representative.		

Notes:

1. May not be an officer or hold an appointed position for any organization already represented on Environmental Commission.

2. Will be a non-voting member.

* The initial term shall begin on April 1, 2021 or as soon thereafter as they are appointed by the Board.

** Initial term will be two years and three months.

Sustainable Energy Committee

#	Sustainable Energy Committee Category
1	SME: Solar
2	SME: Knowledge of Renewable Energy Planning and financing (PPAs, CCA)

#	Sustainable Energy Committee Category
3	SME: PACE
4	SME: Environmental Policy
5	At-large: Demonstrated experience in sustainable energy: innovation, processes, engineering, sourcing, or efficiencies
6	At-large: Demonstrated experience in sustainable energy: innovation, processes, engineering, sourcing, or efficiencies

Natural Resources Committee

#	Natural Resources Committee Category
1	SME: Botany and/or Horticulture
2	SME: Agricultural and/or Animal Science
3	SME: Surface Water Quality, Wetlands Science
4	SME: Water Resources Engineering, Hydrosystems Engineering, or Civil Engineer with Water Resources emphasis
5	At-large: Demonstrate active involvement in environmental protection, preservation, conservation, or enhancement
6	At-large: Demonstrate active involvement in environmental protection, preservation, conservation, or enhancement