



Henrico County Sustainability and Resilience Advisory Committee Bylaws

ARTICLE I: Name

The name of the organization is the Henrico County Sustainability and Resilience Advisory Committee (the “Committee”).

ARTICLE II: Purpose

The Committee is a body established by the Henrico County Board of Supervisors (the “Board”) for the purpose of advising the Board on environmental sustainability and resilience matters. The Committee was authorized and created by Agenda Item No. 215-25 of the Board, titled “Resolution - Establishing the Henrico County Sustainability and Resilience Advisory Committee and Appointing Initial Members” and approved August 26, 2025.

ARTICLE III: Membership

A. Members:

The Committee will consist of 10 voting members (“Members”), two from each magisterial district, who will be appointed to serve at the pleasure of the Board for one-year terms and compensated at the rate of \$200 for each meeting attended. The Henrico County Sustainability Division Director or their designated representative will serve as a non-voting, *ex officio* member without compensation.

B. Membership Eligibility:

Members must be residents of the County.

C. Membership Terms:

Members will serve at the pleasure of the Board for one-year terms or until their successors have been duly appointed and qualified. The Sustainability Division Director will serve as a non-voting, *ex officio* member for a term commensurate with their term as the Sustainability Division Director.

D. Attendance Requirements:

Members must attend all meetings. Each Member must notify the Chair when they are unable to attend a meeting.

E. Vacancies:

In the event of a vacancy on the Committee during a member's unexpired term, the Board may appoint an individual to serve for the remainder of such term.

ARTICLE IV: Officers

A. Officers; Elections:

Members will elect from their membership, by majority vote at the first meeting of the Committee in each calendar year, a Chair and a Vice-Chair ("Officers"). An election to fill a vacancy in either office may be held at any regular meeting.

B. Terms of Officers:

Officers will serve a term of one year or until their successors have been duly elected. Officers may be elected for no more than two consecutive terms.

C. Responsibilities of the Chair:

The Chair presides at all meetings of the Committee, authorizes calls for any special meetings, works with Henrico County staff to set agendas for meetings, and generally performs all duties associated with that office.

D. Responsibilities of the Vice-Chair:

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

ARTICLE V: Meetings

A. Regular Meetings:

Regular meetings will be held at the date, hour, and location set by the Chair. A regular meeting may be cancelled at the Chair's discretion if it appears to the Chair that there is no business for the Committee to consider at the meeting. Notice of the cancellation of any regular meeting pursuant to this paragraph will be provided in the same manner as notice of a meeting.

B. Annual Organizational Meeting:

The Annual Organizational Meeting, which will be for the purpose of electing officers, will be held in January of each year, or as soon thereafter as practicable.

C. Special Meetings:

Special meetings may be called by the Chair, or at the request of three members, for the transaction of business as stated in the notice for the special meeting.

D. Quorum:

A quorum for the transaction of business at any Committee meeting will consist of at least fifty-one percent of Members exclusive of any vacant seats.

E. Minutes and Staffing:

Henrico County staff serve as staff to the Committee and will prepare meeting minutes reflecting the actions and recommendations of the Committee for approval by the Committee.

F. Inclement Weather or Other County Closure:

Any regular or special meeting of the Committee will be canceled if Henrico County Government is closed (e.g., due to inclement weather). If a substitute meeting is necessary, the Chair will set the date, hour, and location of such meeting.

G. Meetings Conducted in Accordance with the Freedom of Information Act:

All meetings of the Committee will be conducted in accordance with the Virginia Freedom of Information Act, Va. Code § 2.2-3700 et seq., and will be open to the public unless a closed meeting is permitted pursuant to the Act. However, the Committee will not conduct public hearings to receive feedback from the public at its meetings.

H. Order of Business:

Business at each regular or special meeting will be conducted in the following order:

1. Call to order
2. Pledge of Allegiance
3. Roll call and recognition of visitors
4. Consideration and approval or amendment of minutes of last regular meeting and any meetings held subsequently
5. Reports
6. New business
7. Old business
8. Adjournment

The order of business may be suspended and any matters considered or postponed by action of the Committee.

ARTICLE VI: Amendments

- A. These bylaws may be amended at any regular meeting of the Committee by a majority of the entire Committee, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken.