

# Commission Procedures

Climate and Environment Commission  
August 27, 2024

# Overview

- I. Meeting and agenda schedule
- II. CEC quorum
- III. Meeting Protocol, Agendas, Minutes, Motions
- IV. Member Guide, Sunshine Law, Duties and Responsibilities
- V. The Work of the Commission

# Meeting and agenda schedule - Climate and Environment Commission

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 AGENDA SETTING MEETING 	15	16	17	18
19	20 DOCUMENT DEADLINE 	21 AGENDA PUBLISHED/ POSTED 	22	23	24	25
26	27	28 CEC MEETING 				



Meetings on 4th Tuesday



Agenda is posted one week prior to meeting date



Documents to be attached to posted agenda must be received one day prior to posting.



● Staff and Chair set the agenda two weeks prior to the meeting.

# Agenda Calendar

CEC Meeting	Publish Target	Document Deadline	Agenda-setting mtg
September 24, 2024	September 17, 2024	September 23, 2024	September 10, 2024
October 22, 2024	October 15, 2024	October 21, 2024	October 8, 2024
Nov/Dec	TBD	TBD	TBD
January 28, 2025	January 21, 2025	January 27, 2025	January 14, 2025
February 25, 2025	February 18, 2025	February 24, 2025	February 11, 2025

Please send all agenda-related correspondence to CoMo Sustainability Manager and CEC liaison **Eric Hempel**, CEC Chair **Leanne Tippett Mosby**, and CEC Vice Chair **Abra Spisso** PRIOR TO the “Agenda-setting mtg” date.

# CEC Quorum and Meeting Participation

- 8 members is a quorum of the CEC
- Prompt response to the quorum call (usually at the time the agenda email is sent) is vital to the efficient operation of the commission. Occasionally, we have been unable to establish a quorum. We want to avoid members traveling to the meeting if it is canceled due to lack of a quorum.
- Members should notify Eric Hempel of planned absences at their earliest convenience and unanticipated absences, such as those due to illness, as soon as possible before the meeting.
- Agendas are formulated to target a reasonable meeting length of approximately 1.5 hours. However, there is no official stop time for meetings. Meetings conclude after the commission works through the entire agenda (with the exception of any items members vote to table for future meetings).
- Commission business must cease if the number of members falls below a quorum. Consequently, absence from a portion of a meeting is considered an absence.

## **Sec. 2-294. Duties and responsibilities**

- 1. To advise city staff in the preparation of an annual Climate Adaptation and Action Plan (CAAP) progress report and recommendations for city council.**
- 2. To present the annual CAAP report, with policy and budget priorities, to city council for acceptance no later than June 30th.**
- 3. To identify opportunities for and barriers to equitable implementations of CAAP strategies.**
- 4. To review annual greenhouse gas emissions inventory for progress on meeting greenhouse gas emission reduction goals.**
- 5. To evaluate additional opportunities for mitigation and resilience actions not included in the original CAAP.**
- 6. To educate and engage the public on commission priorities.**
- 7. To coordinate and communicate with other boards and commissions on commission priorities.**
- 8. To advise city council and the Boone County Commission on environmental issues, from time to time.**  
**(Ord. No. 24044, § 1, 10-7-19; Ord. No. 25264, § 1, 2-6-23)**

# Pertinent Laws/Documents for Conduct of Meetings, Etc.



← Sunshine Law  
Member Guide →



<https://ago.mo.gov/get-help/programs-services-from-a-z/sunshine-law/>

<https://www.como.gov/wp-content/uploads/2021/07/Boards-Commissions-Handbook.pdf>

# Meeting Protocol, Agendas, Minutes, Motions

Robert's Rules are followed to the best of the ability of those present.

Agendas are posted online at [CoMo.gov](http://CoMo.gov) and in the lobby of City Hall.

- When amending the agenda, a motion needs to be made, seconded, and voted on to add/remove each specific amendment as well as to approve the agenda as amended.

Verbatim, detailed minutes are not feasible. At a minimum, minutes will contain:

- Attendance
- Start/stop time
- Motion language
- Firsts, seconds, vote results

## Meeting Protocol, Agendas, Minutes, Motions (cont'd)

Documents, presentations, etc. presented to or edited by the Commission during a meeting will be retained by staff and published in minutes when appropriate.

As a general rule, meeting minutes will be available to members for review and approval at the next regular CEC meeting. Minutes will not be published to the City website until they have been approved by the Commission.

It is **very** important that motion language be specific and clearly stated for the discussion of the CEC and so staff can record it properly.

# The Work of the Commission

- Is project and priority based
- Is defined in the Duties and Responsibilities established in city ordinance
- Happens at Commission meetings
- Must be transparent and provide an opportunity for public participation - which means accurate agendas and minutes are critical.

Examples:

“Draft the CEC section of the CAAP annual report”

“Prepare budget items for consideration by the City Manager”

# The work of the Commission

From time to time, moving the work of a Commission project forward requires additional information. In these cases, individual members can volunteer to accomplish specific, project-related tasks.

**Project:** Draft the CEC section of the CAAP annual report.

**Task example:** Compile Natural Resources related activities from the 2022 CAAP year.

**Project:** Prepare budget items for consideration by the City Manager.

**Task example:** Research cost range of heat-pump systems for retrofit in commercial buildings.

# Public Participation

The CEC values public input and has established the following opportunities to receive comments from the public:

## Formal Meetings:

- Members of the public may request up to 10 minutes on the agenda to present to the commission under the Special Item section. Placement on the agenda will be at the discretion of the Chair based on relevance to the duties and responsibilities of the commission outlined in Sec. 2-294 of the city code.
- Every agenda will include a section for general comments by the public. Each member of the public wishing to speak will be allowed up to three minutes.
- As time allows, a member of the public may be granted recognition to comment on a specific agenda item for up to one minute.

## Other

- CEC members may volunteer to table at relevant public events, such as Columbia's Earth Day, to engage members of the public on a more informal basis.