

**ORDINANCE 2021014 OF THE LEWISVILLE TOWN COUNCIL
AMENDING THE CHARTER OF TOWN CODE CHAPTER 13-4
CHANGING THE LEWISVILLE RECYCLING COMMITTEE TO
THE ENVIRONMENTAL CONSERVATION AND SUSTAINABILITY COMMITTEE**

WHEREAS, resident participation in helping to determine the priorities and direction of the Town of Lewisville is a fundamental tenant of town government; and

WHEREAS, to implement resident participation, the Town of Lewisville has established boards and committees to carry out specific duties, specified in their charters, to make recommendations to the Town Council; and

WHEREAS, on March 2, 1995, the Lewisville Town Council established *The Environmental Issues Committee, The Recycling Committee, The Environmental Education Committee, and The Special Environmental Projects Committee*; and

WHEREAS, these four committees were intended to be a coordinated environmental concerns effort led by *The Environmental Issues Committee*; and

WHEREAS, from time to time it may be necessary for the Town Council to revise the purpose and scope of such charters; and

WHEREAS, in 2001, the Lewisville Town Council rescinded the charters of the four aforementioned committees and combined all into the Lewisville Recycling Committee who were charged with monitoring the Town's curbside recycling program, coordinating recycling events, providing other recycling opportunities in the community and actively working with schools on recycling; and

WHEREAS, in 2020, the Lewisville Town Council has again seen the need to revise the charter of the Recycling Committee to better provide for future sustainable needs and opportunities.

NOW, THEREFORE, BE IT ORDAINED THAT THE LEWISVILLE TOWN COUNCIL amends *The Lewisville Recycling Committee* Charter as follows and updates Chapter 13-4 of the Town Code:

1. **NAME OF COMMITTEE**: *The Environmental Conservation and Sustainability Committee* referred herein as the Committee.
2. **TYPE OF COMMITTEE**: The Committee shall be an advisory committee to the Town Council.
3. **PURPOSE**: To preserve, enhance and protect our environmental resources to produce a high quality of life and a sustainable community model for the future.

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4. **MISSION:**

- a. To investigate, implement, publicize or assist recycling and sustainability opportunities in the community.
- b. To assist in the review of Town policies and practices to determine potential opportunities for increased cost-effective sustainability in areas such as conservation, waste reduction, recycling, energy efficiencies and alternatives.
- c. To advise on ways to encourage environmental stewardship on existing or proposed initiatives.
- d. To identify potential resources, grants, and programs that can reinforce sustainability goals within the town and community.
- e. To propose, encourage, promote, and coordinate local recycling and sustainability projects, events and initiatives.
- f. To engage in public awareness and education with area schools, organizations, businesses and residents to encourage environmental stewardship, recycling and ecological practices.
- g. To engage in special projects as specifically directed by Town Council.

5. **DEPARTMENT FUNDING:**

- a. The Committee shall coordinate an annual budget for the **Sustainability** Department with the Town Manager by February 28th for approval by Town Council.
- b. Expenditures must follow the town's financial procedures.

6. **MEMBERSHIP:**

- a. The Committee shall consist of an appropriate number of members, each serving without compensation.
- b. Citizens wishing to serve on the Committee shall submit a request for membership, an application form, and resume to the Town Clerk requesting appointment. The Town Clerk will forward to Council for action.

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- c. Persons desiring membership to the committee who do not reside within the corporate limits of the town may request appointment; however, any such appointment would be as an ex-officio member and will not have voting privileges.

7. TERMS OF APPOINTMENT

- a. Committee members shall be appointed by the Town Council, each to serve a 2-year term renewable without limitation to the number of consecutive terms.
- b. Appointments shall be for 2 years expiring on March 31, following municipal elections.
 - i. In 2006, Council determined that the terms should commence on April 1 and end on March 31 rather than November 30, and extended all terms of then serving members from the date their terms would have expired to the next occurring March 31.
 - ii. Terms in effect as of the date of adoption of this resolution shall be extended to the next occurring March 31.
- c. The Committee shall have a meetings attendance policy such that members failing to attend three consecutive regular Committee meetings, without notification to the Chair or Town Clerk, shall have their membership subject to review by Council.
- d. Committee members who wish to resign their position shall submit a resignation to the Town Clerk who shall provide to Council for acceptance.

8. COMMITTEE STRUCTURE

- a. Chair: The committee membership shall select from among themselves a Chair.
 - i. The Chair shall serve for 2 years with eligibility for reelection.
 - ii. The Chair shall be selected at the next scheduled committee meeting after April 1 following the March Council meeting that follows municipal elections or, based on the Committee's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, which ever comes first.
- b. Vice-Chair: The Committee membership shall select from among themselves a vice chair.

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- i. The Vice Chair shall serve for 2 years with eligibility for reelection.
 - ii. The Vice Chair shall be selected at the next scheduled committee meeting after April 1 following the March Council meeting that follows municipal elections or, based on the Committee’s meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, which ever comes first.
9. **EX-OFFICIO MEMBERSHIP:** Persons occupying the following positions shall, by appointment to the position, serve in an ex-officio capacity on the Committee:
 - a. Town Manager or Designee.
 - b. Public Works Director or Designee.
 - c. Solid Waste Provider.
10. **PROJECTS:** The Committee shall obtain project approval of the appropriate Department Director, Town Manager, or Town Council depending on the project cost and the current budget and expenditure authority of the appropriate town official.
11. **MEETINGS:**
 - a. The Committee shall establish its own regular meeting schedule.
 - b. The Committee shall be required to meet at least four (4) times annually.
 - c. All Committee meetings are subject to the North Carolina Open Meetings Statutes.
 - d. The Committee meeting schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
 - e. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing, posting and distribution to Council.
 - f. Three members, one of which must be the Chair or Vice-Chair, constitute a quorum.
12. **MEETING NOTICES:** The Chair shall coordinate and request the Town Clerk to announce meetings of the *Lewisville Environmental Conservation and Sustainability Committee*.

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13. **REPORTS:**

- a. The Committee Chair shall submit a report of its activities and other important matters to the Town Council upon request.

14. **REQUESTS**

- a. All official requests should be in writing from the committee chair and must be presented to the Town Manager.

Recycling Committee Chartered April 12, 2001

AMENDMENT - October 11, 2001

AMENDMENT - December 11, 2003

AMENDMENT - June 8, 2006

AMENDMENT - October 9, 2008

AMENDMENT - October 9, 2014

AMENDMENT - Ordinance 2015023 - February, 12, 2015

AMENDMENT - Ordinance 2018017 - March 8, 2018

AMENDMENT - Ordinance 2021014 - March 11, 2021

Adopted this the 11th Day of March, 2021 by the Lewisville Town Council.

Mike Horn,
Mayor

ATTEST:

Joyce C. McWilliams Walker,
Town Clerk