

## **BYLAWS**

### Of the askHRgreen.org Recycling & Beautification Subcommittee

#### **Article I. – Purpose**

##### SECTION I. Name

The name of this organization shall be the askHRgreen.org Recycling and Beautification Subcommittee; hereinafter referred to as the R&B Subcommittee.

#### **Article II. – Purpose**

##### SECTION I. Purpose

The purpose of the R&B Subcommittee shall be to promote litter control, recycling, beautification and general environmental awareness through educational projects designed to reach all sectors of our regional community.

#### **Article III. – Membership**

Membership shall be comprised of the following:

##### SECTION I. Organizations

Representatives of the sixteen Hampton Roads Planning District Commission's member localities shall make up the membership of the R&B Subcommittee. At the beginning of each fiscal year, each organization will be contacted in writing and asked to commit to yearlong membership. Membership can be reaffirmed annually.

##### SECTION II. Primary Representative (s)

The individual(s) from each of the above-named organizations who has/have primary responsibilities for the functions of litter control, recycling, beautification and/or general environmental education shall act as the primary representatives. Additional staff representatives may also participate as members. This shall be limited to two (2) per jurisdiction.

##### SECTION III. Associate Memberships

Associate members may be added from other public, governmental or quasi-governmental organizations within the Hampton Roads area by majority vote of the existing membership. Associate memberships can have a maximum of two

representatives participate and will not be required to contribute financially. Associate members will not have voting privileges.

#### **Article IV. – Officers and Responsibilities**

The officers shall consist of the Chairperson and Vice Chairperson, elected annually on a fiscal year basis.

##### **SECTION I. Responsibilities of Chairperson**

The Chairperson shall preside at all meetings of the R&B Subcommittee at which he/she is present. He/she shall vote as any other member. He/she shall be responsible for the implementation of the policies and the actions taken by the R&B Subcommittee; and shall have all the powers and duties customarily pertaining to the Office of the Chairperson.

##### **SECTION II. Responsibilities of the Vice Chairperson**

The Vice Chairperson shall, in the absence of the Chairperson, perform any of the duties assigned to the Chairperson. The Vice Chairperson shall assume the office of the Chairperson in the event of a temporary or permanent vacancy of the Chairperson, or at the end of the Chairperson's term, with approval of a majority of the R&B Subcommittee members.

##### **SECTION III. Responsibilities of the Hampton Roads Planning District Commission (HRPDC)**

The HRPDC shall perform all duties incident to the office of Secretary and Treasurer, and such other duties as may be mutually agreed to by the HRPDC and the R&B Subcommittee to include setting meeting agendas, sending out meeting notices, and recording and distribution of minutes and correspondence.

#### **Article V. – Meetings**

##### **SECTION I. Meetings**

Regular meetings of the R&B Subcommittee will be held monthly. The Chairperson may call for special meetings or alter the date, time or location of the regular meetings at his/her discretion.

##### **SECTION II. Quorum (at least five member jurisdictions present.)**

Attendance by a representative of at least five member jurisdictions shall constitute a quorum for meetings only. (*Article V Section II - Excludes budgetary items.*)

### SECTION III. Vote

Each member jurisdiction shall have one (1) vote on matters before the R&B Subcommittee. Jurisdictions may email, call, or fax in their vote to HRPDC staff 24 hours before the meeting, depending upon the issue being formally voted on. A simple majority of member jurisdictions present plus any proxy votes shall constitute a quorum.

### **Article VI. – Committees**

#### SECTION I. Ad Hoc Committees

The R&B Subcommittee may establish ad hoc committees to coordinate special projects and develop policy statements for consideration by the membership. All policy statements must be approved by the majority of members present. All such committees shall terminate at the conclusion of the assignment.

### **Article VII. – Amendments**

#### SECTION I. Amendments

These Bylaws may be amended at any regular meeting of the R&B Subcommittee by a majority vote, provided that the amendment has been submitted in writing to the Chairperson, who will distribute it to all jurisdictions.

### **Article VIII. – Effective Date**

#### SECTION I. Effective Date

These Bylaws shall take effect upon approval of the R&B Subcommittee and upon majority vote.

ADOPTED: November 16, 1993

AMENDED: July 31, 2000.

AMENDED: January 11, 2002.

AMENDED: December 10, 2002

AMENDED: March 9, 2004

AMENDED: December 14, 2004

AMENDED: December 13, 2005

AMENDED: January 30, 2007

AMENDED: April 8, 2014