

# **Chemung County Executive's Advisory Commission on Natural Energy Solutions Operating Guidelines**

The Chemung County Executive's Office acknowledges that the impacts and opportunities related to natural energy issues, such as natural gas, wind power development, need a more focused and coordinated approach in order to ensure our communities interests are considered by the various stakeholders involved.

## **Name**

The name of the organization shall be the Chemung County Executive's Advisory Commission on Natural Energy Solutions (hereafter the Commission).

## **Purpose**

Recognizing the potential of significant production of energy in Chemung County from natural gas, wind, and other sources; the Commission has been formed to better coordinate and streamline information in relationship to the wide array of public sector impacts and opportunities, including those in; business, education, environment, planning, public safety, infrastructure, and workforce development, in order to minimize negative impacts, while maximizing benefits for the general public.

To accomplish this:

- The Commission will be established with a broad representation of governmental, business, and community based organizations.
- The Commission will identify the impacts/issues/opportunities associated with the development and production of natural energy solutions, and for each impact/issue/opportunity, the Commission will create a Stakeholder sub-committee whose purpose will be to investigate, research, and provide solution alternatives and recommendations to the Commission who will take the steps required to implement (or oversee the implementation of) the County's approved plan of action.
- The Commission will publish to the County, its Municipalities, and its residents, as appropriate, all plans for energy solutions readiness.

## **Membership**

The Commission's chair, and/or chairs, shall be designated by the County Executive from the member organizations. All other members shall be recommended by the respective participating agencies subject to approval of the Commission and the County Executive.

**Section 1:** Members of the Commission shall include representatives from:

- Chemung County Executive's Office
- Chemung County Planning
- Chemung County Health Department
- Chemung County Legislature
- Chemung County Soil and Water Conservation District
- Cornell Cooperative Extension of Chemung County (CCE)
- Chemung County Farm Bureau
- Chemung County Emergency Management
- Rural Association of Mayors & Supervisors (RAMS)
- Environmental Management Council (EMC)
- Business representative as designated by the Chemung County Executive
- At large member(s) - 3
- Water Quality Committee
- Chemung County Chamber of Commerce
- Chemung County Highway Department
- Chemung County Law Enforcement

At large members will be recommended by the Commission subject to approval by the County Executive.

**Section 2:** Membership shall be no less than 10 and no more than 18 represented members.

**Section 3: Meetings:** Commission meetings will be held on a regular basis as the work of the group requires; frequency, date, time, and location will be determined by the group. The Chairperson(s) may call special meetings.

**Section 4: Attendance:** In order to ensure continuity and successful continuity of the group's work, it is necessary for the members to commit to regular attendance at all scheduled meetings. On occasion when a member is unable to attend a scheduled meeting, he/she will notify the Chemung County EMC prior to the meeting date.

Agencies whose representatives have continuous irregular attendance may be asked to appoint another representative from their agency as a member of the group.

**Section 5:** Stakeholder Sub-Committees:

- a. will be created by the Advisory Commission as needed to match prioritized impacts/issues/opportunities
- b. Membership shall be determined by the Commission with input from agencies related to prioritized impacts/issues/opportunities.

## **Commission Responsibilities**

**Section 1:** Officers for the Commission shall consist of a Chairperson or Co-Chairpersons as appointed by the County Executive on an annual basis.

**Section 2:** The Chemung County Environmental Management Council will provide staff support for the group.

**Section 3:** Duties of the Chairperson or Co-Chairpersons:

- a. attend and chair all Commission Committee meetings
- b. Represent the Commission to other organized groups, municipal entities and to the community at large.

**Section 4:** Duties of staff person (Chemung County EMC)

- a. information gathering, education, and research
- b. data collection
- c. central point of contact for the group
- d. schedule all Commission meetings
- e. notify all Commission members of meetings
- f. record attendance for all meetings
- g. communicate with the Chairperson(s) on an ongoing basis
- h. prepare, with the Chairperson(s), an agenda for each meeting and distribute the agenda prior to the meeting to all members
- i. record the minutes of all Commission meetings and distribute copies to all members
- j. maintain an official record of the work of the group

### **Decision Making**

**Section 1:** In the interest of maintaining a supportive and cooperative structure for the activities of the group, members will strive for consensus in decision making.

**Section 2:** For the purpose of decision making, there must be a quorum present at each meeting in order to reach consensus and/or vote on an issue.

- a. quorum shall be 50% of the members
- b. In order to pass, a motion must have no more than 2 dissenting votes of those voting members who are present.

### **Stakeholder Sub-Committees**

**Section 1:** The Commission may determine that a project of the group shall be undertaken by a Stakeholder Sub-Committee.

**Section 2:** Stakeholder Sub-Committees will be solicited from the Commission and outside agencies as appropriate and appointed by the Commission.

**Section 3:** Stakeholder Sub-Committees shall be made up of non-Commission members as long as at least one Commission member serves on the Stakeholder Sub-Committee or serves as a liaison for the sub-committee.

**Section 4:** All Stakeholder Sub-Committees will assign a chairperson from the subcommittee membership.

**Section 5:** All Stakeholder Sub-Committees will provide a progress report to the Commission at their regularly scheduled meetings.

### **Operational Year**

**Section 1:** The operating year for the Commission shall begin on January 1 and end on December 31<sup>st</sup>.

**Section 2:** An Annual report will be compiled by the end of the first quarter of the next operating year. The purpose of this report shall be to summarize the plan of work and related outcomes and to provide a formal record of the activities of the group. This annual report may also be used as a tool for communicating the group's activities to other interested parties.

### **Amendments to these Operating Guidelines**

These Operating Guidelines shall be reviewed annually or as needed. These guidelines may be amended by a vote of two-thirds of the Commission membership provided that previous notice of the amendment has been sent to all Commission members at least two weeks(s) in advance of the meeting at which the amendment is to be considered. Such amendments shall be subject to approval of the County Executive.

*Adopted* \_\_\_\_\_