



# CITY OF PROVIDENCE

MAYOR BRETT P. SMILEY

## GREEN AND COMPLETE STREETS ADVISORY COUNCIL

### GREEN AND COMPLETE STREETS ADVISORY COUNCIL BY-LAWS

#### ARTICLE I - OBJECTIVES, PURPOSES AND POWERS AND DUTIES

The objectives, purposes, powers and duties of the Green and Complete Streets Advisory Council, (hereinafter referred to as "GCSC") of the City of Providence are set forth in Chapter 23, Section 170 of the City Code of Ordinances of the City of Providence (hereinafter referred to as "Ordinance"). Nothing herein shall be construed to contradict or amend said Ordinance, the Providence Home Rule Charter of 1980, or other ordinances by the Providence City Council or Laws of the State of Rhode Island.

#### ARTICLE II - MEMBERSHIP

Section 1. The GCSC shall be comprised of eleven (11) members, seven (7) voting members, three of which shall be appointed by the Mayor of Providence and four (4) of which shall be appointed by the Providence City Council and the remaining four (4) shall be non-voting ex-officio members consisting of the Director of Public Works or designee, the Director of Planning and Development or designee, the Commissioner of Public Safety or designee, the Director of the Office of Sustainability or designee, and the City Forester or designee.

There GCSC shall have at least one (1) member who is representative of the aging community and one (1) who is representative of the disability community.

Section 2. All appointed members shall be residents or domiciliaries of the City of Providence and shall serve a two (2) year term. No member shall serve beyond the date of expiration of their term unless reappointed.

Section 3. If a member is unable to attend a meeting, the member must notify the Chair and/or Recording Secretary of the absence in advance. **Members who are absent from four meetings in a six month period will be asked to resign.**

Section 4. Members will review meeting materials in advance of the meeting to the extent feasible.

#### DEPARTMENT OF PLANNING & DEVELOPMENT

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### **ARTICLE III - OFFICERS AND THEIR DUTIES**

- Section 1. The officers of the GCSC shall consist of a Chair and Vice Chair. Upon the first meeting of the GCSC, the first vote to be taken will be the election of a Chair and a second vote will be taken to elect a Vice Chair. The Chair and Vice Chair must be elected by a majority of the members present for the vote.
- Section 2. The Chair shall be one of the voting members, shall preside at all meetings and hearings of the GCSC, shall set the agenda for meetings in consultation with the Recording Secretary, shall have the duties normally conferred by parliamentary usage on such officers, shall have the privilege of discussing all matters before the GCSC and to vote thereon, and shall have the privilege to make and second motions of the GCSC.
- Section 3. In the event the Chair is unavailable, absent, or otherwise vacates the position of Chair, the Vice Chair shall assume the responsibilities of the Chair until the GCSC elects a new Chair.
- Section 4. The Recording Secretary shall be a member of the Department of Planning and Development staff appointed by the Director of Planning and Development. The Recording Secretary shall coordinate the keeping of minutes, preparation of the agenda for regular and special meetings at the direction of the Chair, notification of meetings to GCSC members, proper notice of hearings, correspondence of the GCSC and such other duties as assigned by the GCSC Chair and Vice Chair.

### **ARTICLE IV - ELECTION OF OFFICERS**

- Section 1. Nomination of officers shall be made from the floor at the annual organization meeting which shall be held on the first regularly scheduled meeting of the calendar year.
- Section 2. A candidate receiving a majority vote of the entire voting membership of the GCSC shall be declared elected and shall serve until the first meeting of the next calendar year whereupon a new election shall take place.
- Section 3. Vacancies in office shall be filled at a regular meeting immediately following such vacancy and by procedure prescribed in Section 2 of this Article.

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### ARTICLE V - MEETINGS

- Section 1. Regular meetings shall be held at a date and time established by the GCSC at the first meeting of each calendar year. Meetings shall occur in the offices of the Providence Department of Planning and Development, unless otherwise designated by the Chair. The Department of Planning and Development shall coordinate with the City Clerk to notice regularly scheduled meetings, supplemented with the annual schedule of meetings in compliance with R.I.G.L. 42-46 et al seq. also known as the "Open Meetings Act" and all other relevant local and state laws.
- Section 2. **Three (3) members** of the GCSC shall constitute a quorum and the number of votes necessary to transact business shall be a majority of those present except where a prescribed vote is stipulated by Ordinance or Statute. Voting shall be by a show of hands or roll call, if requested by a member, and a record of each vote shall be kept as part of the minutes.
- Section 3. Special meetings, as needed, will be held on the call of the Chair or when a majority of the members request a special meeting in writing at the same location as regular meetings, unless otherwise designated by the Chair. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the GCSC. The Recording Secretary shall notify all members of the GCSC in writing not less than five days in advance of such special meeting.
- Section 4. All meetings at which official action is taken shall be open to the general public unless closed by affirmative vote of the majority of members in accordance with R.I. Gen. Laws § 42-46-4 and § 42-46-5 of the State Open Meeting Statute.
- Members of the GCSC are subject to R.I. Gen. Laws § 36-14, the Rhode Island Code of Ethics in Government and Section 17-33 of the Providence Code of Ordinances, entitled "Code of Ethics", and if an action of the GCSC would "directly result in an economic benefit" to a member of GCSC (i.e. a "Conflict of Interest") that member shall refrain from that action in accordance with the Code of Ethics in Government and/or the Code of Ethics.

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Section 5. The public shall be allowed to participate in any and all open sessions of GCSC meetings. The Chair, at their discretion, shall organize the meeting and designate a time when they will permit for participation of the public.

All members of the public offering public comment at meetings shall limit their comments to two (2) minutes unless granted additional time by the Chair.

Section 6. All attendees are expected to act with respect for others while at GCSC meetings. This includes but is not limited to respecting others' gender identities including using their correct pronouns, keeping others' personal information private, and avoiding words or actions that make others feel unsafe or unwelcome.

Section 7. Parliamentary procedure in GCSC meetings shall be governed by Robert's Rules of Order.

## **ARTICLE VI - ORDER OF BUSINESS**

The order of business at regular meetings shall be:

- a) Roll Call
- b) Consent calendar
- c) Review of minutes of previous meeting
- d) Report of the Recording Secretary
- e) Referrals from City Council Committees
- f) Old business
- g) New business
- h) General public comment
- i) Adjournment

## **ARTICLE VII - COMMITTEES**

Special committees may be appointed by the Chair for purposes and terms which the GCSC approves.

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### **ARTICLE VIII - HEARINGS**

- Section 1. GCSC may hold hearings from time to time, as it sees fit.
- Section 2. Notice of all hearings shall be published in a newspaper of general circulation at least ten working days before the time of the public hearing unless a different procedure is prescribed by ordinance or statute.
- Section 3. The case before the GCSC shall be presented by any designated member of the GCSC or by its staff and parties in interest shall have privilege of the floor. No record of statement shall be recorded or sworn to as evidence for any Court of Law without notice to the parties.
- Section 4. A record shall be kept of those speaking before the GCSC.

### **ARTICLE IX - SIGNATURES ON ALL OFFICIAL PAPERS AND PLANS**

All official papers and plans involving the authority of the GCSC shall bear the signature of the Chair or Vice-Chair together with the certifications signed by the Recording Secretary.

### **ARTICLE X - DELEGATION OF POWERS**

The GCSC may direct, delegate, confer and request such assignments and authority to the Director of the Department of Planning and Development as necessary to carry out the purposes of the Ordinance and these By-Laws including, but not necessarily limited to the preparation of minutes, referral reports, plan documents and graphics.

### **ARTICLE XI - AMENDMENTS**

These GCSC By-Laws may be amended by a **majority** vote of the entire voting membership of the GCSC.

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## **GREEN AND COMPLETE STREETS ADVISORY COUNCIL**

The Green and Complete Streets Advisory Council at its regular monthly meeting on \_\_\_\_\_ duly voted and approved the aforesaid By-Laws.

Chair: \_\_\_\_\_ Rosie Jaswal \_\_\_\_\_

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