



## CLEAN PITTSBURGH COMMISSION MEMBER BYLAWS

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## I. INTRODUCTION

The Clean Pittsburgh Commission was established in 2005 to fulfill purposes stated in the MISSION according to the following VALUES reflective of the City of Pittsburgh Code 179A.01.

## II. MISSION

**Act** as the primary resource for addressing quality of life issues in Pittsburgh's communities through waste and recycling education, community clean-ups, beautification and ordinance enforcement;

**Coordinate** communication to empower community organizations to maintain and improve neighborhood environments;

**Maintain** strong communication with City Departments and officials for support in addressing neighborhood problems;

**Facilitate** collaboration between community groups, residents and City government to reach the most effective solutions to neighborhood problems within the Commission's scope;

**Coordinate** work with local volunteer organizations and groups to support neighborhood clean-ups;

**Use** funds to address neighborhood problems on a City-wide basis; and

**Work** cooperatively towards the goal of Zero Waste in the City of Pittsburgh.

## III. VALUES

### a. **Community**

The Clean Pittsburgh Commission values community engagement and believes the best approach to neighborhood improvement is always directed by the people in that neighborhood.

### b. **Equity & Diversity**

The Clean Pittsburgh Commission celebrates the three hundred thousand neighbors in ninety neighborhoods of Pittsburgh and affirms member representation must be geographically, socioeconomically, and racially diverse in order for the body to be effective, relevant, and creative. The Commission recognizes deficiencies and actively engages different perspectives through a platform of mutual respect. This engagement and respect will be a tenet of all regular meetings and all program functions of the Commission, as well as in all communications. When a distinct neighborhood is in 'focus', initiatives developed with that neighborhood will be shared as replicable project templates. Work within neighborhoods of focus will be informed by neighbor input. Obtaining input will be done thoughtfully by meeting people of different ages and levels of civic participation where they are.

### c. **Capacity Building & Teamwork**

The Clean Pittsburgh Commission acknowledges its partnerships with individuals, businesses, organizations, schools, and the City of Pittsburgh as essential to address community needs. Further underlining its held value for community, the Commission expands capacity in imaginative and collaborative ways. The Commission recognizes that making expectations

and vulnerabilities transparent creates opportunities for clear communication and more thoughtful implementation of programming.

**d. Getting Dirty**

The Clean Pittsburgh Commission is capable of thoughtful deliberation within the structure of meetings but does not limit its functions to discussions only. Commission members implement programs through participation, and embrace getting dirty.

**IV. MEMBER COMPOSITION**

According to City of Pittsburgh Code 179A.02:

The Commission shall consist of a maximum of eighteen (18) members. A majority of the members of the Commission must be residents of the City of Pittsburgh. Members shall serve for a term of four (4) years or until successors are appointed and qualified.

The members of the Commission are appointed by the Mayor and confirmed by Pittsburgh City Council and shall include the following.

- A representative from the Mayor's Office staff;
- A representative from the Department of Planning; Division of Sustainability and Resilience;
- A representative from the Department of Mobility and Infrastructure;
- Two (2) representatives from the Department of Public Works;
  - A representative from Environmental Services;
  - A representative from Street Maintenance;
- A representative from the Department of Public Safety, Bureau of Police;
- A representative from the Department of Permits, Licenses and Inspections;
- Two (2) representatives from the Pennsylvania Resources Council, Inc.;
- A representative from Allegheny CleanWays;
- A representative from Pittsburgh Public Schools;
- A representative from a local college or university; and
- Six (6) representatives from neighborhood organizations, community groups, interested non-profit organizations, local educational institutions, businesses, and Allegheny County and Commonwealth of Pennsylvania government representatives.
- In the event that representatives of the Pennsylvania Resources Council or the Allegheny CleanWays are not willing or available to serve on the Commission, the corresponding number of representatives from neighborhood organizations, community groups, interested non-profit organizations, local educational institutions and business shall be increased accordingly so that the total board membership may equal eighteen (18) members.

Members of organizations whose services are needed to augment the work of the Commission shall be invited by the Commission to serve on an ad hoc basis,

in committees, to address current issues.

The Mayor and City Councilors, or their designees, shall serve in an ex officio capacity.

Current Commission members and positions are published to the Clean Pittsburgh Commission's website.

#### MEMBER RESPONSIBILITIES

Members serve in a volunteer capacity without compensation for a four-year term, as appointed by the Mayor and approved by Pittsburgh City Council. Members may serve additional terms as approved by a vote of the Commission.

- Adhere to the Commission bylaws
- Attend at least 75% (8 of 10) of the regular meetings in any given year
- Participate in discussions, offer guidance and expertise
- Assist in planning and implementation of initiatives
- Stay informed of the Commission's current activities and member organization initiatives
- Act as an ambassador of the Commission, sharing resources and information
- Attend functions as available
- Vote on motions as introduced
- Act in a manner of good faith in discussions and votes, excusing themselves where an actual or potential conflict of interest occurs
- Communicate with co-chairs when unable to join a meeting
- Make new member recommendations to co-chairs
- Recommend guests to invite to meetings to present on their resources and work

If unable to fulfill responsibilities or continue service, member will inform a Co-Chair and is encouraged to suggest or ask representative organization for a successor.

## **V. COMMISSION LEADERSHIP**

Chair and other leadership roles are elected by roll call vote of the majority of commission members in attendance at the November meeting. Leadership roles serve for a term of one (1) calendar year beginning in January, with the ability to serve additional terms when supported by a majority vote.

### **a. Co-Chairs**

- Tasked with general Commission oversight
- Establish accessible meeting locations
- Send calendar invitations
- Conduct meetings according to Robert's Rules of Order
- Introduce motions to approve Commission expenditures
- Establish on-boarding policy for new members

- Assist with submitting new member applications to City Council
- Prepare and distribute agendas and previous meeting minutes to members
- Facilitate annual meeting with Mayor
- Invite guests to meetings to learn about their existing programs and resources

**b. Recording Secretary**

- Record accurate documentation of meetings, including abstentions on votes where a conflict of interest may occur
- Distribute approved minutes to Commission members, City Council, and Mayor
- Post approved minutes to City website within one week of approval by majority vote
- Designate a proxy for these tasks when unable to attend a meeting

**c. Treasurer**

- Supervise and manage the financial activities of the Commission
- Develop process for making deposits, approving expenditures, and directing payments
- Share at minimum quarterly reports of account totals
- Stay in compliance with all City regulations

**d. Financial Secretary or Co-Treasurer**

- Work closely with the Treasurer and Co-Chairs in verifying all Commission debits, deposits, and credits
- Collect and file invoices for payment. Ensures invoices are received by the treasurer for disbursement
- Issue receipts (along with or as back up to the Treasurer) for funds received as event fees, contributions, donations and more
- Work with Treasurer on verifying financial reports.

**e. Outreach Coordinator**

- Manage social media
- Spearhead creation of annual report
- Gather and share updates from members for social media
- Improve and update website content including member and resource
- Lists

**VI. MEETINGS**

## **VII. VOTING**

According to City of Pittsburgh Code 179A.043, Six (6) members of the Commission shall constitute a quorum for the transaction of business and a simple majority vote of those present at any meeting is sufficient for any official action. Each member is entitled to one vote. Voting may take place at meetings or by any regularly used and generally accepted means of communication. Any member with a conflict of interest shall recuse themselves from votes related to the conflict. The Recording Secretary will note this recusal in the meeting minutes.

## **VIII. POWERS AND DUTIES OF COMMISSION**

According to City of Pittsburgh Code 179A.04:

Create and adopt by majority vote annual priorities to advance the **MISSION** and **VALUES** of the Commission.

Meet annually with the Mayor to review accomplishments, set priorities and goals, and seek appointments for the next calendar year.

Issue and distribute an annual report of accomplishments to the Mayor, Council Members and the public through the Office of the Mayor.

## **IX. EXPENDITURES**

Proposed expenditures will align with the Commission's priorities as established yearly and be approved by majority vote. The Treasurer and Co-Treasurer will be responsible for processing approved expenditures

## **X. BYLAWS TERMS AND DEFINITION**

The Commission shall adopt such rules and regulations for its operations and procedures, as it deems necessary to implement this chapter. These bylaws constitute the rules adopted by the Commission for the regulation and management of its affairs to parallel and expand on City of Pittsburgh Code 179A. If a court of competent jurisdiction judges any section, clause, provision, or portion of these bylaws void or invalid, the remainder of these bylaws will not be affected. City of Pittsburgh Code 179A is hereby made a part of these bylaws. In case of any inconsistency between the Code and these bylaws, the provision of the Code is controlling.

- *Amendments:* These bylaws may be amended when necessary by a majority roll call vote of the. Proposed amendments must be submitted to the secretary to be sent out with regular agendas.
- *Evaluation:* These bylaws shall be evaluated at least every two (2) years to ensure fidelity with the MISSION, VALUES, and strategic plan.
- *Distribution:* Bylaws shall be available upon request.

## **XI. CONFLICT OF INTEREST POLICY**

Each member shall act in a manner of good faith intended to further the best interests of the Commission. If at any time a member has a real or perceived conflict of interest or is unable to act in the best interest of the Commission, the member must disclose the conflict and excuse themselves from any vote related to the conflict. The Recording Secretary will note the recusal in the meeting minutes.

A conflict of interest may include but is not limited to:

A member who is a key employee of or serves as a board of director of an organization applying for funding from the Commission.

Known and regular conflicts of interest shall be disclosed to the Commission chairs and the disclosure shall be updated if conflict changes or new conflict arises.