

**BYLAWS
OF THE
DULUTH NATURAL RESOURCES COMMISSION**

ARTICLE I
ORIGIN AND PURPOSE

Section 1. Origin. The Natural Resource Commission (the “Commission”) was created pursuant to Ordinance 10612 amending Chapter 2, ARTICLE XXIII of the Duluth City Code, changing the Urban Forest Commission to the Natural Resources Commission.

Section 2. Purpose. The Commission was established to act as an advisory group to the mayor and city council and will provide science-based guidance on the protection and enhancement of the ecological health of city-owned and city-managed land, and the regional ecosystems of which they are an integral part. The natural resources commission’s duties include:

- (a) Develop recommendations on how to protect, restore, and manage natural resources on city land.
- (b) Solicit public input on the protection, restoration, and management of natural resources on city land.
- (c) Advise on issues, policies, ordinances, and programs pertaining to the protection, restoration and management of trees on city land and, where required by ordinance, on private land.
- (d) Advise on the composition of the city’s portfolio of green space and adding to or disposing of such properties.
- (e) Advise on the Duluth Natural Areas Program established in Article XXIX to designate, protect, and manage lands of special environmental value.

ARTICLE II

MEMBERSHIP

Section 1. Number and Appointment. The Commission is an advisory body whose members should collectively have broad experience and expertise in areas such as natural resources management, ecology, forestry, botany, water quality, invasive species and wildlife. The Commission consists of nine (9) members. The members shall serve three-year terms.

Section 2. Vacancies/Attendance. Vacancies shall be filled for the unexpired term by the mayor subject to confirmation of the city council. If any member has unapproved absences from twenty-five percent or more of the scheduled meetings in a rolling twelve-month period, the member shall be deemed to have voluntarily resigned and the term of said member shall be deemed vacant. The Chair may grant a waiver to the attendance requirement.

Section 3. Resignation. A member may resign at any time by delivering a written resignation to the Chair with a copy delivered to the City Clerk.

ARTICLE III

OFFICERS AND DUTIES

Section 1. Election of Officers. The members shall elect a Chair, Vice Chair and Secretary at the annual meeting.

Section 2. Terms of Office. The Chair and Vice Chair shall hold office for one (1) year or until they are re-elected or their successors are chosen. Officers may not hold office for more than two consecutive years.

Section 3. Chair. The Chair shall preside at all meetings of the Commission and have the right to vote on all matters of business transacted by the Commission.

Section 4. Vice Chair. The Vice Chair shall perform the duties of the Chair when the Chair is absent or incapacitated.

Section 5. Secretary. The Secretary, in coordination with the administrative staff person assigned to work with the Commission, shall attend all meetings of the Commission and record or cause to be recorded all votes and minutes of the proceedings in a book kept for that purpose. In the absence of the Secretary, the Chair shall appoint a member to take notes and email them to the Secretary for transcription. The Secretary shall distribute meeting minutes and post adopted minutes to the City Website. The Secretary shall be

responsible for keeping official copies of all minutes, motions, articles and other business of the Commission.

ARTICLE IV

MEETINGS OF THE COMMISSION

Section 1. Annual Meetings. The annual meeting of the Commission shall be the first regular meeting held in September of each year. Election of officers shall be conducted at the annual meeting and the schedule for regular meetings shall be set for the next 12 months.

Section 2. Regular Meetings. The regular meetings of the Commission shall be held on the first Wednesday of the month at 6:00 p.m. in City Hall. In the event that a regular meeting date falls on a legal holiday or is canceled due to unforeseen circumstances, the meeting shall be held on the following day or as advised by the Chair.

Section 3. Special Meetings. Special meetings may be called by the Chair or three members for the purpose of transacting any business designated in the meeting notice. The Secretary shall notify the members by email at least three days prior to the special meeting of the date, time, place and purpose of the special meeting.

Section 4. Committees. The Commission may set up standing committees or project based committees to further its purpose. The Commission may appoint non-voting ex-officio members to any committee.

Section 5. Open Meeting Law. All meetings of the Commission shall be posted and conducted in accordance with the requirements of the Minnesota Open Meeting Law.

Section 6. Quorum. The presence of a majority of all members currently appointed to the Commission shall constitute a quorum for the purpose of conducting Commission business.

Section 7. Voting. At all meetings of the Commission, each member present shall be entitled to vote. Each member shall have one (1) vote. All elections and motions shall be decided by a majority vote.

Section 8. Conducting Meetings. All Commission meetings should be conducted using parliamentary procedures.

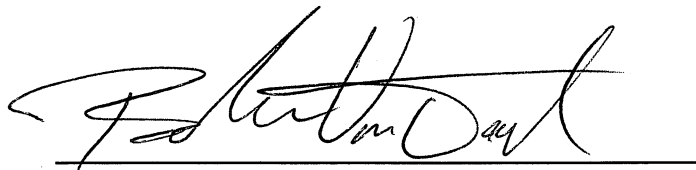
Section 9. Order of Business. Regular meetings of the Commission will be conducted in the following order:

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Presentations
- E. Approval of Minutes
- F. Old Business
- G. New Business
- H. Discussion
- I. Adjournment

ARTICLE V
BYLAW AMENDMENTS

Section 1. Amendments. The Commission may amend these bylaws at a regular meeting by majority vote, provided the proposed amendment was presented and read at the previous regular meeting.

THESE BYLAWS ARE ADOPTED ON, BY THE DULUTH NATURAL RESOURCES COMMISSION ON THIS 17 DAY OF July, 2019.

A handwritten signature in black ink, appearing to read "Robert M. O'Neil", is written over a horizontal line.

Its Secretary