

**Sustainability Commission
Agenda Item 5.A
Meeting of May 19, 2026**



Title: Adoption of Bylaws

Report from: Ally Sutherland, Sustainability Coordinator

Submitted Through: Susan Thomas, AICP, City Planner
Julie Wischnack, FAICP, Community Development Director

Action Requested: Motion

Form of Action: Report

Votes needed: N/A

Summary Statement

The Sustainability Commission is required to adopt bylaws on an annual basis.

Recommended Action

Adopt the revised bylaws.

Background

Bylaws are the rules outlining how an organization or group should function. Bylaws include items such as:

- Commission purpose;
- Meeting schedules (time, place, order, special meetings, quorums, voting, agenda, etc.);
- Officer positions (role and election);
- Code of ethics; and
- Meeting procedure.

All city commissions are required to adopt bylaws to help manage their commission. The sustainability commission must review its bylaws annually. At this time, the commission may make bylaws or policy amendments. The commission first adopted the bylaws on May 11, 2021 and approved an amendment on Sept. 17, 2024 (effective Jan. 1, 2025).

Staff recommends that the commission adopt the tracked changes in the attached bylaws to improve their clarity and accuracy and reflect the bylaws of other commissions.

Recommendation

Adopt the attached revised bylaws.

ATTACHMENTS:

[Revised Bylaws](#)