

## MONTGOMERY VILLAGE FOUNDATION, INC.

### **GUIDELINES FOR COMMITTEE ON THE ENVIRONMENT**

The Committee on the Environment (COE) is an ad hoc committee of the Montgomery Village Foundation, appointed by the MVF Board of Directors to monitor and make recommendations regarding environmental matters in and around Montgomery Village.

**PURPOSE:** The committee shall make recommendations to the Board concerning the environmental quality of water areas, wildlife and forested regions in and around Montgomery Village and undertake projects as directed by the MVF Board.

**STANDARDS OF CONDUCT:** Each committee member shall listen carefully to and respect the opinions of fellow committee members, refraining from negative or belligerent comments; participate actively in committee meetings; keep well informed of developments relevant to issues that may come before the committee; and respect and uphold the majority decisions of the committee.

#### **MEETINGS:**

1. The Committee meets quarterly or as needed on Wednesdays, 7:30 p.m. in the North Creek Board Room, 20125 Arrowhead Road.
2. All meetings are open to the public.
3. Each Committee meeting will begin with a "Residents' Time" to hear and consider suggestions from Foundation members and Village residents concerning Foundation responsibilities, facilities, and/or activities within the Committee's purview.
4. The Committee Chair is authorized to conduct meetings, and meetings will generally follow Robert's Rules of Order, applied informally and flexibly by the Chair, unless in the judgment of the Chair, a more formal application of Robert's Rules is necessary to provide clarity and order to ensure completion of the Committee's business.
5. Decisions or recommendations of the Committee are approved by a simple majority vote of members present and voting (voting by proxy is prohibited). Minutes of the meetings should include the participation, agenda items, motions/resolutions/recommendations, and Committee votes.

#### **MEMBERSHIP QUALIFICATIONS:**

1. Applicants should be Montgomery Village property owners or residents in good standing (current in assessments and no architectural violations).
2. Members should have a background, education or professional experience in environmental issues, including wildlife, energy efficient issues, stormwater management, water quality, forestation, etc.
3. Each Committee member is appointed, and may be removed, by a majority vote of the Board. Annually, the Board will confirm the membership of each Committee and appoint a Committee Chairperson.
4. MVF Board members may apply for committee membership and are entitled to the same rights of participation and voting as other committee members.
5. A Committee member who is absent from two of the regularly scheduled Committee meetings in a 12 month period, beginning April 1 of each year, may be removed from the Committee. The Board may waive the resignation for illness, emergency, or other good cause provided that the member and the Chairperson each submit a

written explanation as to why the member in question should remain on the committee.

### **COMMITTEE CHAIR:**

The Committee Chair is responsible to ensure that the committee fulfills the goals and assignments from the Board. Responsibilities include:

1. Confer with the Staff Liaison and Board Liaison to prepare the meeting agenda.
2. Conduct the meeting to ensure that all members have the opportunity to participate and that each item of business receives appropriate consideration.
3. Review the Board goals with the committee to identify areas where the committee can contribute to accomplishing these goals.
4. Provide leadership by acting as a facilitator to keep discussions on track, managing differences of opinion and ensuring that the discussion remains on topic, productive and professional.

### **BOARD LIAISON:**

One or two MVF Board members shall serve as non-voting liaison(s) to the Committee. Responsibilities include:

1. Confer with Committee Chairperson and Staff Liaison to prepare the meeting agenda.
2. Communicate the Board intent when issues are referred to the committee for action/review.
3. Communicate the committee intent when recommendations/requests are forwarded to the Board for action.
4. Act as Chairperson if the appointed Chairperson or Vice Chairperson is unavailable.
5. Provide the Board with feedback on Committee performance.

### **STAFF LIAISON:**

The Assistant Director of Recreation, Parks and Culture shall serve as Staff Liaison to the Committee on the Environment. Other responsibilities include:

1. Confer with the Committee Chair and Board Liaison to prepare the meeting agenda.
2. Provide technical assistance and coordinate administrative support, including preparation of supporting committee packets.
3. Ensure that each new committee member is provided with committee guidelines and orientation.

### **GENERAL RESPONSIBILITIES:**

1. Make recommendations to the Board as to the environmental (i.e., water, air, soil, vegetation, and other natural resources) quality and health in Montgomery Village consistent with and taking into account appropriate state, county and federal climate protection and sustainability guidelines, and about related matters outside Village boundaries.
2. Make recommendations to the Board regarding wildlife in and around the Village.
3. Maintain liaison with appropriate Federal, State and County officials, Montgomery County and other citizen groups through the MVF Board president and staff. (Formal testimony as a representative of COE or MVF requires advance approval of the MVF Board of Directors).
4. At the direction of the MVF Board of Directors, review proposed transportation, commercial, residential and public development projects and other activities which

could impact the environment within Montgomery Village.

**2014-2015 GOALS:**

1. Monitor the County's repair of the Lake Whetstone outfall tower.
2. Monitor the County's Dredging Project for Lake Whetstone.
3. Develop recommendations for reforestation and reduced or no mow areas on MVF properties, with input from adjacent HOA's.
4. Review and develop recommendation for solar panel proposal for the Lake Marion Community Center.

Adopted by MVF Board of Directors - May 26, 1983

Revised by MVF Board of Directors - June 1985

Reaffirmed - April 27, 1989

Revised by MVF Board of Directors - January 24, 1991

Reaffirmed - May 23, 1991

Revised by MVF Board of Directors - November 30, 1995

Revised by MVF Board of Directors - October 23, 1997

Re-formatted per MVF Board standard - August 28, 1998

Approved by MVF Board of Directors – September 24, 2009

Revised and approved by MVF Board of Directors – February 23, 2012

Revised and approved by MVF Board of Directors – July 24, 2014

Revised and approved by MVF Board of Directors – December 3, 2015