



CITY OF

TUCSON

COMMISSION ON CLIMATE, ENERGY, AND SUSTAINABILITY (CCES) BYLAWS

Effective 18 February 2026

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ARTICLE I

Name

Section 1. The name of this organization shall be the City of Tucson Commission on Climate, Energy, and Sustainability (the Commission).

ARTICLE II

Legal Requirement

Section 1. The Commission was created by City of Tucson Ordinance No. 11496 (the Ordinance). The Commission will function under the authority of the above-mentioned ordinance and other stipulations as stated in the Tucson City Code.

ARTICLE III

Function and Purpose

Section 1. As defined by the Ordinance, the Commission on Climate, Energy, and Sustainability shall advise the Mayor and Council on:

- a. The most effective and efficient methods of meeting the climate/energy/sustainability goals outlined in the City's General Plan.
- b. Methods for improving the City's climate and environmental impact and adaptability in its operations; and
- c. Achieving the incremental as well as transformative systemic outcomes necessary to respond to climate, energy, and broader sustainability challenges in our region.

ARTICLE IV

Membership, Appointments and Qualifications

Section 1. The Commission shall be composed of eleven (11) voting members.

Section 2. APPOINTMENT: The Mayor, and every Council Member shall each appoint one (1) member, and the City Manager shall appoint four (4).

Section 3. QUALIFICATIONS: The voting membership of the Commission shall not be employees of the city.

Section 4. NONVOTING MEMBERS: The city may appoint one (1) staff person to serve as an ex-officio, nonvoting member. All ex-officio members are nonvoting members of the commission and can serve in that capacity on all committees.

Section 5. Members appointed by the Mayor and each Council Member shall serve terms coterminous with the appointing official. Members appointed by the City Manager shall serve four year terms from the time of appointment, in accordance with Tucson City Code, Article 10A-140. Members shall serve no more than two consecutive terms (eight years).

Section 6. Obligations of Members. Each member of the Commission shall

- a. Attend regular meetings
- b. Actively participate in at least one working group or committee
- c. Attend meetings of other city or community groups and report back to the commission on their activities
- d. Each member shall, at the end of each year, submit an activity report listing their personal involvement in the above activities.

Section 7. VACANCIES: An appointment to fill a vacancy resulting other than from the expiration of a term shall be for the unexpired term only.

Section 8. REMOVAL: As stated in Tucson City Code, 10A-211(e), if a member fails to attend three (3) consecutive regularly scheduled meetings of the commission, that member's appointment is terminated.

ARTICLE V

Officers

Section 1. The officers of the Commission shall include the Chairperson, Vice-Chairperson, and Secretary.

Section 2. Officers shall be elected by a majority vote by those members present and qualified to vote.

Section 3. The term of each elected officer shall be two years. No officer may hold the same office for more than two consecutive terms unless approved by the Commission by a majority vote of those present and qualified to vote.

Section 4. Each elected officer shall hold office until a successor is elected and qualified. In the event that an officer's term on the Commission should expire prior to completion of his/her term of office, the Commission shall elect a replacement to serve for the duration of that term.

ARTICLE VI

Duties of Officers

Section 1. The Chairperson shall have the following responsibilities.

- a. Preside at meetings of the Commission, and ensure meetings are in compliance with all rules governing the Commission.
- b. Ensure that committees designated by the Commission are established and chaired, and their tasks are expeditiously and effectively performed.
- c. Serve as an ex-officio member of all committees with the exception of a nominating committee.
- d. Be a spokesperson for the Commission.
- e. Ensure completion and submission of the Annual Report.

Section 2. The Vice Chairperson shall

- a. Perform the duties of the Chairperson during absence.
- b. Act in an advisory capacity to the Chairperson.

Section 3. The Secretary shall:

- a. Prepare the legal action report and file the meeting minutes with the city staff.
- b. Act in an advisory capacity to the Chairperson.

ARTICLE VII

Removal of Officers

Section 1. The Commission may by a two-thirds vote of those Commissioners appointed and qualified at any one time, have the power to remove any officer for reasonable cause. Such cause may include, but is not limited to, malfeasance and misfeasance.

ARTICLE VIII

Meetings, Committees and Working Groups

Section 1. A majority of the members currently appointed and serving shall constitute a quorum.

Section 2. A period of fifteen minutes after the established meeting time will be allowed for an establishment of a quorum.

Section 3. All Commission meetings will be conducted in accordance with the Arizona Public Open Meeting Law (A.R.S. 38-431).

Section 4. Standing committees shall be established by majority vote of the Commission.

Section 5. Other committees and working groups shall be designated as deemed necessary by the Commission.

Section 6. Committee and working group membership and responsibilities shall be designated by the Commission, as necessary.

Section 7. The act of a majority of the Commissioners present at a meeting at which there is a quorum shall be the act of the Commission.

Section 8. Member decision-making actions will be governed by the provisions of the Arizona law on Conflict of Interest (A.R.S. 38-501).

ARTICLE IX

Limitation of Powers

Section 1. Neither the Commission nor any member may incur governmental expenses without the prior authorization of the governing body or bodies affected, nor may they obligate the City of Tucson.

ARTICLE X

Parliamentary Procedure

Section 1. The parliamentary procedure of the Commission shall be Robert's Rules of Order.

ARTICLE XI

Amendments

Section 1. These bylaws may be amended at any regular meeting of the Commission by a two-thirds vote of those present and voting, provided notice of the change has been given at least one week prior to the meeting at which voting takes place.