

Draft as of September 3, 2025

DRAFT BYLAWS
of the
INTERIM CLIMATE ACTION COMMISSION
of the City of Somerville, Massachusetts

ARTICLE I. PURPOSE & FUNCTION

Please visit <https://online.encodeplus.com/regs/somerville-ma-coo/doc-viewer.aspx#secid-330> to see the authorizing ordinance, or contact ose@somervillema.gov or 617-625-6600 for a copy.

ARTICLE II. MEMBER ROLES AND RESPONSIBILITIES

The ICAC will exist until the CAC reaches quorum and a has a minimum of five members. The ICAC will seek to fill the 13 positions on the CAC with the following make up:

1. Two members designated youth representatives as required by the ordinance. One shall be between the ages of 15 and 17 and the other between the ages of 18 and 25 at the time of appointment.
1. At least two members who reside in each zip code in Somerville (02143, 02144, 02145). There is a further desire to have at least one member who resides or owns a business in each ward.
2. At least one member who is age 65 or older at the time of appointment.
3. At least two members who rent their residences.
4. At least two homeowners.
5. At least one member who owns or does business in Somerville, as required by the ordinance, and who may reside outside the city.

The ICAC shall further seek to include among its membership, individuals with a working knowledge and/or experience in one or more of the following areas:

1. Public outreach and engagement, equity, buildings, energy, natural resources, waste, transportation / mobility, community health, resiliency, municipal and school operations, social resilience, state climate policy, public finance, cleantech, Somerville community-based organizations or advocacy groups, or workforce development.

ARTICLE III. OFFICER ELECTIONS AND RESPONSIBILITIES

Section I. Officers

Members shall annually nominate officers: Chair, Vice Chair, Clerk, and Outreach and Engagement Lead. Nominations shall take place at the first meeting of the ICAC each calendar year.

Section II. Officers' Roles and Responsibilities

1. Chair
 - a. The Chair shall be the primary representative of the ICAC and is responsible for setting agendas, facilitating meetings, organizing subcommittee structure, managing external relationships with the public and City staff, and overseeing ICAC communication, including the writing and signing of official ICAC correspondence.
2. Vice Chair
 - a. The Vice Chair shall fill Chair duties when Chair is not present.
3. Clerk
 - a. The Clerk shall be ultimately responsible for managing meeting minutes and attendance records and sending them to the Liaison within one week following the meeting.
 - b. The taking of meeting minutes may be designated to a rotating Acting Clerk. The Clerk may organize an Acting Clerk schedule, whereby select members of the ICAC will take turns recording meeting minutes, including maintaining a record of members, Ex Officio members, and guests in attendance, and reviewing/editing draft minutes. The Clerk shall ensure that Acting Clerks fulfill their duties and assist in reviewing and editing draft minutes.
 - c. The Clerk shall fill Vice Chair duties in the event they are not present.
4. Outreach and Engagement Lead
 - a. The Outreach and Engagement Lead shall be responsible for managing the ICAC's outreach and engagement activities and chair the Outreach and Engagement Subcommittee when formed.
 - b. The Outreach and Engagement Lead shall fill Clerk duties if the Clerk is not present.