



# Pennsylvania Fuel for Schools and Communities Bylaws and Definitions

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## *Mission Statement:*

The mission of the Pennsylvania Fuel for Schools and Communities is to be an independent collaborative organization to promote the use of local, sustainable biomass for heat and power projects through education, technical and financial guidance.

## *Executive Committee:*

### *Executive Committee Members:*

The executive committee of the Pennsylvania Fuel for Schools and Communities is made of four (4) members:

- Chairman

#### *Duties:*

To open the session at the time at which the committee is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every way compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if he thinks it advisable; to restrain the members when engaged in debate, within the rules of order; to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the committee; to inform the committee, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business; to authenticate, by his signature, when necessary, all the acts, orders, and proceedings of the committee declaring its will and in all things obeying its commands.



- Vice-Chairman

*Duties:*

In the case of the absence of the Chairman, the Vice-Chairman must preside, and in case of the illness or resignation or death of the Chairman that the Vice-Chairman becomes Chairman for the unexpired term. In such case the Committee shall nominate and elect a member of the committee to be the Vice-Chairman for the unexpired term of the office. It is expected that the individual elected to the office of Vice-Chairman is competent to perform the duties of Chairman.

- Secretary

*Duties:*

The secretary is the recording officer of the committee and the custodian of its records except such as are specifically assigned to others, as the treasurer's books. These records are open to inspection by any Voting Member of the committee at reasonable times and for the proper performance of their duties. Records should be turned over to the chairman.

- Treasurer

*Duties:*

The Treasurer acts as a banker, merely holding the funds deposited with him and paying them out on the order of the committee signed by the chairman and the secretary. He is always required to make an annual report, and he also makes a quarterly report to the committee.

*Nomination and Election of Officers:*

The Executive Committee shall seek nominations from the current list of Voting Members for executive committee offices and conduct an election at the second quarterly meeting of the committee, but no less than 6 months prior to the end of the current term of office.

*Term of Office:*

The term of service for all Executive Committee offices will be two (2) years. No person may hold any one office for more than two (2) consecutive terms. This does not exclude any person from taking a different office for up to two (2) consecutive terms once they have completed the term of service in a prior office position.



## *Committee Meetings:*

Committee meetings of the Pennsylvania Fuel for Schools and Communities are defined as those meetings of the committee that are advertised on the website and subsequently called to order by the chairman of the Pennsylvania Fuel for Schools and Communities. Meetings will be held quarterly or more often as deemed necessary by the Chairman.

The date, time and location of the next meeting will be voted on prior to the end of each meeting of the Pennsylvania Fuel for Schools and Communities. The non-attending members and public will be notified of the next planned meeting by a posting of the date, time, and location of the meeting on the Pennsylvania Fuel for Schools and Communities website.

## *Committee Membership:*

Meetings of the Pennsylvania Fuel for Schools and Communities are open to the public. Anyone may become a member. Three (3) types of memberships are available.

- **Voting Member**  
To become a Voting Member of the Pennsylvania Fuel for Schools and Communities, one must attend two (2) consecutive committee meetings. Failure to attend or send a proxy to two (2) meetings each year thereafter will result in the individual being moved to Advisory Member status. A letter will be sent to them notifying them of the status change. To return to Voting Member status, the individual must attend two (2) consecutive meeting.
- **Advisory Member**  
Advisory Members are those members who want to be a part of the Pennsylvania Fuel for Schools and Communities, but do not wish to vote. They will be included in all discussions, presentations, publications and meeting minute releases.
- **Guest**  
Anyone is welcome to attend a meeting of the Pennsylvania Fuel for Schools and Communities and participate in discussions and presentations. Meeting minutes, publications, and other notices from the Pennsylvania Fuel for Schools and Communities are available to the public upon request.

## *Sub-Committee Membership:*

Sub – committees and sub-committee chairmen will be created as needed. The Chairman shall identify the sub-committee chairman and members based on the specific sub-committee focus and tasks. Until such time as sub-committee is thought to be necessary, all members will work together as a group to achieve the mission of the Pennsylvania Fuel for Schools and Communities.