Environmental Sustainability Committee (ESC)

Procedural Guidelines

**Purpose and Description of the Committee:**
The Planning and Budgeting Council (PBC) By-Laws charge the ESC with responsibility for ensuring that the University has a goal (with associated action plans) for promoting environmental sustainability that is included in the University strategic plan. The action plans will have clear objectives and identified resources and offices responsible for their attainment. The ESC will monitor the implementation of approved action plans on an ongoing basis and it will make its recommendations to and receive directions from the PBC. The committee will also ensure coordination of the activities of all campus units engaged in activities designed to achieve environmental sustainability.

**Membership of the Committee:**
According to the PBC By-Laws, the ESC shall have two co-chairs: the Director of Environmental Health and Safety and the University Colloquium Coordinator. Other members of the Committee shall include the Director of Physical Plant, the Whitaker School of Engineering Director of the Environmental Engineering program, the College of Arts and Sciences Chairperson of the Department of Marine and Ecological Sciences, either the director or the associate director of the Center on Environmental and Sustainability Education, a Student Government representative, a Deans’ Council representative, two Faculty Senate representatives, and a Staff Advisory Council representative.

The PBC establishes membership for the ESC. Requests for changes to the current membership shall be approved by a majority of the current ESC membership, and then forwarded to the PBC for approval. The ESC may invite non-members from the University community to attend specific meetings and address topics of interest.

**Meetings:**
The ESC will meet at least twice each semester, fall and spring, and either of the co-chairs may call additional meetings when required and as warranted by the committee’s work. Meeting notifications will be posted on the PBC/ESC website. All members of the University community are welcome to attend the meetings, as are members of the public.

If a member of the committee cannot attend, that member may designate a representative to attend and vote in his or her proxy as appropriate. Members who will be absent should give prior notice to a committee co-chair, and indicate if a representative has been designated to attend in his or her place.

**Documents and Material:**
The ESC will utilize email for the distribution of working documents including the posting of meeting minutes for review. Once reviewed, meeting minutes are posted to the PBC website.
Committee Work:
The ESC as a whole will discuss and handle the in ESC’s charge from the PBC By-Laws. Sub-groups may be formed to address additional related tasks taken up by the ESC. Non ESC members may be asked to serve on these subgroups.

Quorum:
For any meeting of the ESC, a quorum shall be the number of members attending, provided at least one co-chair attends. Except for requests for membership changes addressed previously, a simple majority vote will be called for when deemed necessary and in particular before recommendations are made to the PBC.

PBC By-Laws:
The ESC committee shall adhere to the procedures as detailed in the by-laws of the PBC and this document. Changes to these procedural guidelines must be approved by the ESC and submitted to the PBC.

Approval:
These procedural guidelines were approved via email on November 17, 2010.