



## **Charter of the Chancellor's Advisory Committee on Sustainability**

*Revised September 2012.*

### **Article I - Purpose**

#### SECTION 1: PURPOSE

The purpose of the Chancellor's Advisory Committee on Sustainability (Committee) is to promote environmental management and sustainable development at UC Berkeley.

#### SECTION 2: DEFINITION OF SUSTAINABILITY

The term "sustainability" can be defined as the ability to meet the needs of the present while living within the carrying capacity of supporting ecosystems and without compromising the ability of future generations to meet their own needs.

### **Article II - Goals and Responsibilities**

The Committee is charged with advising the Chancellor on matters pertaining to the environment and sustainability as it directly relates to the University of California, Berkeley.

The mission of the Committee shall be composed of three central goals:

- To engage the campus in an ongoing dialogue about reaching environmental sustainability;
- To integrate environmental sustainability with existing campus programs in education, research, operations, and public service;
- To instill a culture of sustainable long-range planning and forward-thinking design.

The Committee shall choose projects and subcommittees related to these three goals.

### **Article III - Organization**

#### SECTION 1: GOVERNANCE

The Committee shall determine its own policies and internal structure, and shall govern by consensus whenever possible. In the absence of consensus, a two-thirds majority of the Committee members or their alternates or proxies shall be required to alter this Charter or take other official actions, including elections, endorsements, structural reorganization, and all other decisions. Subcommittees of the Committee shall be governed in likewise fashion. All decisions shall be subject to review by the chancellor.

#### SECTION 2: OFFICERS

The members of the Committee shall elect a Chairperson(s) whose responsibilities shall include setting the agenda and distributing it to members before each meeting, facilitating meetings, and serving as a liaison for the Committee. The Chairperson(s) shall be a member of the Committee. The appointment of a secretary to maintain records and meeting minutes shall be made at the discretion of the Chairperson(s).

The Chairperson(s) shall be responsible for soliciting nominations to all Committee seats for the following term of service before the last meeting of the current term of service. The Chairperson(s) shall also be responsible for convening the first Committee meeting in the term following his or her term of service.

### SECTION 3: EXECUTIVE COMMITTEE

The Executive Committee shall be a standing subcommittee of the Committee. The purpose of the Executive Committee is to:

1. Distribute administrative responsibility, decision-making, and planning among Committee Members; and
2. Provide a formal and regular setting in which to make such decisions and plans.

The Executive Committee shall be composed of the following members:

- The Chairperson(s) of the Committee;
- Any former Chairperson(s) who are currently Ex-Officio Committee Members as described in Article IV, Section 2;
- The Sustainability Director; and
- Two additional Members of the Committee.

The two additional Members shall be elected from the Committee's membership at the first meeting of the Fall semester and shall remain members until the end of the current term of service. A Member may be elected to serve a maximum of two times.

Either of the two additional Members may resign from the Executive Committee at any time. Upon resignation, the Member shall inform the Chairperson(s) of the Committee. The Committee shall then elect a replacement from its membership to serve out the remainder of the current term of service.

The Executive Committee shall convene a minimum of one time between meetings of the Committee. The Executive Committee shall not be subject to annual review as described in Section 4 of this Article.

### SECTION 4: SUBCOMMITTEES

The Committee may form subcommittees to work on specific projects. All subcommittees shall be chaired by a member or alternate member of the Committee, or volunteer to the Committee, as sanctioned by the Chairperson(s) of the Committee. The chairperson(s) of the subcommittee shall oversee all work done by the subcommittee. The chairperson(s) also shall maintain organization of the subcommittee, report to the Committee at meetings, and act as liaison to the broader community.

The Committee shall review its subcommittees annually to assess their progress. At this time the Committee may dissolve any subcommittees it determines to be no longer necessary, with the exception of the Executive Committee.

## **Article IV - Membership**

### SECTION 1: TERM OF SERVICE

All members and alternate members of the Committee shall be appointed for one term of service. The appointment shall continue into the next term of service unless otherwise stipulated by the nominating department. A term of service (Term) shall be defined as the duration from the first Committee meeting of the Fall semester until the first meeting of the next Fall semester. This Term end date applies to all members, with the exception of Committee chairs as explained in Section 2. There is no limit to the number of Terms a member of the Committee may serve.

The Chairperson(s) shall serve from the start of one Term to the first Committee meeting of the following Term. The purpose of this distinction is to allow the Chairperson(s) to fulfill the responsibility of convening the first

Committee meeting of the Term following his or her term of service. There is no limit to the number of Terms the Chairperson(s) may be elected to serve.

The Chairperson(s) may convene an “emergency session” of the Committee during the interim between Terms. The Terms of the Committee members shall be extended to meet the immediate need.

## SECTION 2: COMMITTEE COMPOSITION

The Committee shall be composed of representatives from specific departments. The Committee shall consist of representatives from the following departments and in the following number:

- The Academic Senate shall appoint two faculty seats;
- The Associated Students of the University of California shall appoint one student seat;
- The Campus Recycling and Refuse Services office shall appoint one student seat;
- The Capital Projects office shall appoint one staff seat;
- The Chancellor’s office shall appoint one staff seat, one faculty seat, and one student seat;
- The Environmental Health & Safety office shall appoint one staff seat;
- The Graduate Assembly shall appoint one student seat;
- The Housing and Dining office shall appoint one staff seat;
- The Office of Student Life shall appoint one student seat;
- The Parking and Transportation office shall appoint one staff seat;
- The Physical Plant-Campus Services office shall appoint one staff seat;
- The Residence Hall Assembly shall appoint one student seat;
- The University of California Office of the President shall appoint one staff seat;
- The Business and Administrative Services department shall appoint one staff seat;
- CACS shall appoint one alum seat.

Each Chairperson(s) shall become an ex-officio member of the Committee for the length of time that s/he served as chair following his or her term(s) of service. Ex-Officio members shall have all rights of membership as described in this Charter. The Committee shall also have non-voting Ex-Officio representatives, who by virtue of their positions on campus, will be active participants on the Committee. Non-voting Ex-Officio positions include:

- The Sustainability Director
- The Campus Recycling and Refuse Manager
- The Green Initiative Fund Coordinator
- The Energy Manager

## SECTION 3: APPOINTMENT PROCEDURE

The Chairperson(s) shall not appoint seats to the Committee. Rather, students, faculty, and staff who desire a seat shall petition a department listed in Article IV Section 2 of this Charter for appointment to the Committee.

There are three conditions for appointment to the Committee:

1. Nomination for this Committee by the appropriate authority as determined by the head of the department; and
2. Upon nomination to the Committee, approval by the existing members of the Committee; and
3. Approval by the chancellor of the university.

Each department may appoint an alternate member. The alternate member may cast an official vote in the absence or with approval of the member. Only one vote per member-alternate pair may be cast.

Each member shall designate a proxy in the event he/she is unable to attend a monthly Committee meeting or subcommittee meeting.

#### SECTION 4: REMOVAL PROCEDURE

There are three conditions for removal of members from the Committee:

1. Consensus among current Committee members that the individual should be removed; and
2. Approval of the department that made the original nomination.
3. Approval by the chancellor of the university.

Any member of the Committee who wishes to resign may do so at any time. Upon resignation, the member must inform both the Chairperson(s) of the Committee and the original nominator. The Chairperson(s) shall solicit a replacement from the appropriate department.

#### SECTION 5: SUBCOMMITTEE MEMBERSHIP PROCEDURE AND COMPOSITION

Subcommittee members shall be appointed by the chairperson(s) of the subcommittee. The chairperson(s) of the subcommittee shall notify the Chairperson(s) of the Committee of all appointments and removals.

Membership on the Committee is not required for membership on a subcommittee of the Committee.

### **Article V - Meetings**

#### SECTION 1: COMMITTEE MEETINGS

The Committee shall meet at a minimum of one time per month. The time and location shall be determined by consensus of the Committee, and all members of the Committee shall be notified in advance.

Each committee member or his/her alternate or designated proxy shall attend a minimum of nine monthly meetings per year. Each committee member or his/her alternate or appointed proxy is strongly encouraged to actively serve on one or more subcommittee.

#### SECTION 2: SUBCOMMITTEE MEETINGS

The subcommittees shall, pending the nature of the workload, meet at the discretion of the chairperson(s) of each subcommittee.

#### SECTION 3: PUBLICITY

Meetings of the Committee and its subcommittees shall be open to the public and announced publicly.