



Charter of the Chancellor’s Advisory Committee on Sustainability

Revised January 2019.¹

Article I - Purpose

SECTION 1: PURPOSE

The purpose of the Chancellor’s Advisory Committee on Sustainability (Committee) is to promote environmental management, sustainable development, and an inclusive environmental community at UC Berkeley. The Committee membership includes UC Berkeley faculty, staff, students, and administrators.

Article II - Goals and Responsibilities

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

The mission of the Committee shall be composed of three central goals as they relate to UC Berkeley:

- To engage the campus in an ongoing dialogue on 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 sought to 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

Sponsor: The Vice Chancellor for Administration will be the Committee Executive Sponsor.

Chairperson: The Director of Sustainability will serve as a permanent Committee Chairperson.

Deputy/Co-Chairperson: At the discretion of the Committee an active member of the Committee can be elected for a two-year term to provide additional leadership. Year one of the role will be as Deputy Chairperson; Year two as Co-Chairperson. Having a Deputy/Co-Chairperson at any given time is optional. Working with the Director of Sustainability Chairperson, the Deputy/Co-Chairperson responsibilities can include managing subcommittees and working groups, developing agendas, preparing meeting minutes, facilitating meetings, guiding Committee priorities, and serving as a liaison for the Committee.

¹ The revised charter will be effective January 1, 2019 with the exception of the following that will be effective July 1, 2019: Appointment of Deputy/Co-Chairperson and Membership Section I and II changes from previous Charter.

SECTION 3: EXECUTIVE COMMITTEE

The Executive Committee shall be a standing subcommittee of the Committee comprised of sustainability staff on the committee and other members of the committee that commit to participate on an annual basis. The purpose of the Executive Committee is to:

1. Distribute administrative responsibility and planning for the committee; and
2. Provide a setting in which to make such decisions and plans.

The Executive Committee shall convene as needed to meet its purpose.

SECTION 4: SUBCOMMITTEES, WORKING GROUPS, AND TASK FORCES

The Committee may form subcommittees, working groups and task forces to work on specific projects as needed. All subcommittees working groups and task forces shall be led by a member or alternate member of the Committee, or by a volunteer to the Committee. The Lead(s) of the subcommittees, working groups and task forces shall oversee all work done. The Lead(s) also shall maintain the organization of the subcommittees, working groups and task forces, report to the Committee at meetings, and act as liaison to the broader community.

The Committee may assess progress and may dissolve any subcommittees, working groups, and task forces it determines to be no longer necessary.

Article IV - Membership

SECTION 1: TERM OF SERVICE-APPOINTED AND ON-GOING

All appointed members and alternate appointed members of the Committee shall be appointed for a two-year term of service. A term of service (Term) shall be defined as two years beginning July 1. There is no limit to the number of Terms an appointed member of the Committee may serve, with the exception of the ASUC, RHA, and GA, appointments. In year one of a term the ASUC, RHA and GA members will serve in their designated roles; in year two they will serve in an ex-officio capacity if they choose to do so.

All sustainability staff members and the Director of Sustainability as Chairperson shall serve on-going by virtue of their positions on campus.

SECTION 2: COMMITTEE COMPOSITION-APPOINTED AND ON-GOING

Appointed and on-going members of the Committee shall be composed of representatives from specific departments or units. All members are voting members of the Committee.

A. The Committee shall consist of representatives from the following departments and in the following number:

- The Academic Senate shall appoint one faculty seat;
- The Vice Chancellor for Research shall appoint one faculty or staff seat;
- The Associated Students of the University of California (ASUC) shall appoint one student seat;
- The Campus Zero Waste office shall appoint one student seat;
- The Campus Student Environmental Resource Center shall appoint one student seat;
- The Capital Projects office shall appoint one staff seat;
- The Chancellor's office may appoint one staff seat, one faculty seat, and one student seat;
- The Environment Health & Safety office shall appoint one staff seat;
- The Graduate Assembly (GA) shall appoint one student seat;
- The Housing and Dining division shall appoint one staff seat and one student seat from Resident Hall Assembly;
- The Office of Student Affairs shall appoint one student seat;

- The Athletics office shall appoint one student or staff seat;
- The Facilities Services office shall appoint one staff seat;
- The Supply Chain Management office shall appoint one staff seat;
- The University of California Office of the President shall appoint one staff seat;
- The Physical and Environmental Planning department shall appoint one staff seat;
- The Sponsor or Chairperson shall appoint one Berkeley Alumni or Community Member seat;
- The Sponsor or Chairperson shall appoint up to two seats as needed to support current committee priorities.

B. On-going members of the Committee shall be part of the Committee based on the virtue of their positions on campus. On-going members may also appoint alternates.

- The Director of Sustainability
- The Zero Waste Manager
- The Student Environmental Resource Center Director
- The Cal Dining/RSSP Environmental Coordinator
- The Green Initiative Fund Coordinator
- The Fleet Coordinator
- The Director of Parking and Transportation
- The Executive Director of the Food Institute
- The Basic Needs Manager or Committee Chair
- The Energy Manager

SECTION 3: APPOINTMENT PROCEDURE

Students, faculty, and staff who desire a seat shall petition a department listed in Article IV Section 2A of this Charter for appointment to the Committee.

These are 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. 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 of the Committee and the original nominator. The Chairperson shall solicit a replacement from the appropriate department.

SECTION 5: SUBCOMMITTEES, WORKING GROUPS, AND TASK FORCES MEMBERSHIP PROCEDURE AND COMPOSITION

Subcommittee, working group, and task force members shall be appointed by the Lead(s). The Lead(s) of the shall notify the Chairperson of all appointments and removals.

Membership on the Committee is not required for membership on a subcommittee, working group and task force of the Committee.

Article V - Meetings

SECTION 1: COMMITTEE MEETINGS

The full Committee shall meet during the academic year. The frequency, time and location shall be determined by Sponsor and Chairperson in consultation with the Committee.

Each committee member or his/her alternate or designated proxy shall attend the meetings. Each committee member or his/her alternate or appointed proxy is strongly encouraged to actively serve on one or more subcommittee, working group and task force.

SECTION 2: PUBLICITY

Meetings of the Committee shall be open to the public and announced publically.