



**SUSTAINABILITY COMMITTEE
POLICIES AND PROCEDURES FOR COMMITTEE OPERATION**

History:

16-17 CAH Sustainability 1

As authorized by Article XIV, Section 1 of the Bylaws of the University Faculty, approved February 1971 *and revised 8/99*, the Academic Senate may create ad hoc committees. These policies and procedures for the conduct of its operations shall be established on adoption of the Sustainability Committee by the Academic Senate.

**ARTICLE I
Membership**

Section 1:

The Committee shall be composed of 10 members, as follows:

9 faculty members, one of whom shall serve simultaneously on the Campus Sustainability Committee. (All faculty members shall be appointed by the Executive Committee).

1 student member (appointed by ASI)

In appointing faculty members, the Executive Committee shall consider the candidates' expertise, experience, and/or interest in environmental sustainability.

Section 2:

When a faculty member of the Committee has been absent without explanation from three (3) consecutive regular meetings of the Committee that person shall be asked to submit a resignation in order that the position be filled (see Bylaws, Article XVI, Section 8B). If he/she refuses to do so, the Committee by a two-thirds vote may declare the position vacant and request that the Executive Committee of the Academic Senate initiate procedures to provide a replacement.

**ARTICLE II
Officers**

Section 1:

Responsibility for the conduct of the affairs of the Committee is vested in its Chair and its Secretary, elected annually at its first meeting of the academic year by the newly

elected and continuing members. Effective conduct of the affairs of the Committee requires the joint effort of its officers and all regular members, based upon the principle of full and open communication.

Section 2:

The Chair of the Committee shall preside over the meetings of the Committee. The Chair shall appoint, in consultation with the Committee, members of all regular and special subcommittees of the Committee. At the end of each academic year, the Chair (with the assistance of the Secretary) shall report to the Academic Senate concerning actions taken during the year and any unfinished business.

Section 3:

In the absence or disability of the Committee Chair, the Committee shall elect a Chair *pro tempore*. Similarly, in the absence or disability of the Committee Secretary, the Committee shall elect a Secretary *pro tempore* for a specific meeting.

ARTICLE III

Duties

Section 1:

- (1) Make policy recommendations to the Academic Senate regarding means to achieve the University's sustainability commitments and goals. As part of that work:
 - a. Review Senate Policies and Procedures as they relate to achieving Senate sustainability commitments and goals;
 - b. Work with other Senate bodies, the Campus Sustainability Committee, and other campus entities to support the University's sustainability commitments and goals; and
 - c. Report to the Senate annually on the status of sustainability affairs on campus, including but not limited to, monitoring progress toward meeting Senate Sustainability Resolution (06-07 BEC 9).

 - (2) Promote sustainability as a focus of curricular and co-curricular activities, consistent with the University's sustainability commitments and goals. As part of that work:
 - a. Track CSUEB, CSU-system-wide (and other relevant) commitments, policies, proposals and best practices regarding sustainability in the curriculum
 - b. Work with other university entities to develop and carry out collaborative living laboratory projects both on campus and in the surrounding community.
 - c. Proposals that the Committee makes concerning academic programs and curriculum shall be subject to review and approval of the Senate Committees responsible for those activities as specified in the Constitution and Bylaws of the University Faculty.

 - (3) Promote opportunities for sustainability research and scholarship.

 - (4) Report to the Senate annually on the work of the Committee in carrying out the duties described in this section. As part of that report:
 - a. include a status report on sustainability affairs on campus, including but not
- Sustainability Committee Policies and Procedures for Committee Operation; 15-16 CAH Sustainability 1*

limited to, monitoring progress toward meeting Senate Sustainability Resolution (06-07 BEC 9).

- b. Include a status report on progress and barriers to achieving sustainability-related curricular and co-curricular commitments, policies, and goals, as related to duties describe in (2)a of this section.

ARTICLE IV

Meetings

Section 1: Time and Place

The regular meetings of the Committee shall be 12:00 noon to 1:30 PM on the first and third Mondays of each month during the academic year at a place to be designated by the Chair, in consultation with the staff of the Office of the Academic Senate.

Section 2: Quorum

A majority of the faculty members of the Committee shall constitute a quorum for the transaction of business at its meetings.

Section 3: Minutes

Minutes will be taken by the Committee Secretary and distributed in the manner prescribed by the Executive Committee of the Academic Senate.

Section 4: Order of Business

The order of business at regular meetings of the Committee shall be:

- 1) Approval of the agenda for the meeting
- 2) Approval of the minutes for the previous meeting
- 3) Report of the Chair
- 4) Report of the Campus Sustainability Committee Representative
- 5) Report of the student representative
- 6) Report of the Subcommittees
- 7) Items of business
- 8) Adjournment

Items may be added to the agenda from the floor of the Committee by a two-thirds majority vote of the members present.

Section 5: Agenda

- 1) The Chair of the Committee will prepare agendas from items submitted to the Chair from other members of the Committee and/or the Executive Committee of the Academic Senate, including referrals from the Senate Chair.
- 2) Agendas will be circulated to the Committee membership within a reasonable amount of time prior to scheduled meetings, and posted online to the Committee

webpage.

Section 6: Voting

- 1) Motions made on the floor of the Committee shall be written (this may be done by the Secretary) and read to the Committee prior to the vote.
- 2) Bylaw V.3 of the University Faculty shall apply to voting by the Committee.

Section 7: The First Meeting of the Academic Year

At the first meeting of the academic year, the Committee shall elect a chair and secretary. The chair shall be a member of the faculty. The first item of new business will be approval of the policies and procedures of the Committee.

ARTICLE V Subcommittees

Section 1:

All regular (voting) members of the Committee are expected to assist in the conduct of the affairs of the Committee by full and effective participation as members of regular and special subcommittees.

Section 2:

The Chair of the Committee shall appoint the members of subcommittees (if such exist) annually, in consultation with the whole Committee and subject to the approval of the Executive Committee of the Academic Senate. At least one member of each subcommittee shall be a member of the Committee; other members may be drawn from any segment of the University Community. Members of subcommittees shall be chosen with a view of their special acquaintance with the subjects within the purview of the subcommittee.

Section 3:

In consultation with the Committee, the Chair may establish special subcommittees; and the Chair may with the approval of the Executive Committee, appoint persons who are not members of the Committee. Special subcommittees shall go out of existence at the end of the academic year.

Section 4:

Each regular and special subcommittee shall elect its own chair and shall designate one of its members as reporter to the Sustainability Committee. The chair of a regular subcommittee must be a member of the faculty.

Section 5:

Each regular and special subcommittee reports directly to the Sustainability Committee. Unless provided for otherwise in these procedures, the Committee may amend or refer back to subcommittee any recommendation of a subcommittee.

Section 6: Regular Subcommittees

The regular subcommittees of the Sustainability Committee are:

- 1) None

Section 7: Procedures of the Subcommittees

Unless noted otherwise in the charge for a subcommittee, the Policies and Procedures for the Sustainability Committee apply to its subcommittees.

ARTICLE VI

Amendment and Suspension of these Policies and Procedures

Section 1:

The Committee shall take final action on proposed amendments, or on proposed new policies and procedures, or on repeal of these policies and procedures only at its regular meetings.

Section 2:

Policies and procedures may be added to, amended, or repealed in whole or part, if approved by a two-thirds vote of all the voting members of the Committee, and by the Executive Committee of the Academic Senate.

Section 3:

All modifications of existing policies and procedures, and all newly-enacted policies and procedures shall become effective upon approval of the Executive Committee of the Academic Senate unless a later date has been explicitly stated and accepted.

ARTICLE VII Parliamentary Authority

Questions of order not covered by these Policies and Procedures shall be covered by *Robert's Rules of Order, Newly Revised*.