

Green Team
Eastern Regional Research Center

Approved Version – June 25, 2008

Mission Statement

The mission of the Green Team is to develop ideas, gather information, provide input, encourage employee participation, and conduct activities for the benefit of the environment, and improve communication and awareness of environmental issues.

Objectives/Functions

- A. Foster, discuss, and compile ideas from Location employees that increase sustainability, reduce environmental impact, and/or save operating expenses.
- B. Bring those ideas that require Location funding or authorization to the attention and consideration of the Environmental Management Systems (EMS) committee and Office of the Center Director (OCD).
- C. Implement those ideas or activities that do not require Location funding or approval to which the majority of Green Team members agree.
- D. Communicate with employees about Green Team activities, help implement EMS and OCD decisions/actions through employee cooperation and participation, and share reasons why possible Green Team suggestions cannot be implemented.
- E. Gather and share accurate information about how to save energy, reduce operational costs, or decrease environmental impact. This can be conducted, for example, through Green Team meetings, maintenance of an intranet site, sending emails, hosting speakers, holding training events, posting of bulletins/reminders, and showing of videos.

Administration

- A. The Green Team will have 2 co-chairs who will both become members of the EMS committee. The co-chair terms will be 2 years each, with 1 year of overlap in the terms. An election for one of the co-chairs is to be held between June 1-15 each year by Location employees in a fair and confidential process (2 co-chairs were elected in 2008, and the co-chair with fewer votes had the initial 1 year term). There are no limits on the number of terms for a co-chair. In advance, the co-chair must agree to be a candidate and must have supervisory approval. If a co-chair steps down before the end of a term, the Green Team members at the next meeting vote upon the replacement.
- B. Both co-chairs are to make every effort to attend all EMS committee meetings, and at least one co-chair is expected to attend. The co-chairs are required to keep a basic record of Green Team and EMS activities for informational purposes to help future co-chairs. Co-

chairs are expected to be equal partners who strive to work well together. They are to follow the wishes of the majority of Green Team members. The Center Director is to intercede if a major dispute occurs, but this drastic measure is not anticipated.

- C. The Green Team membership is on a volunteer basis open to all Location employees. Green Team volunteer activities are not to interfere with job functions or performance, thus membership does not require supervisory approval. Employees are not expected to use working hours for Green Team activities unless they receive supervisory approval in advance to do so.
- D. Unless otherwise changed by agreement of the co-chairs and majority of members, the Green Team is to hold monthly meetings at noon to 1 pm on the last Wednesday of each month except December. A general topic agenda is to be distributed by a co-chair in an email to the Location along with the meeting reminder at least 2 days in advance.
- E. Meetings are to be run in a fair and transparent manner agreed by both co-chairs, one or both of whom is to record action items for distribution and/or posting on the Green Team intranet site. It is anticipated that meetings will be informal. Proper professional etiquette is expected among the members, which entails only one person speaking at a time, and waiting to be recognized by the co-chair before speaking.
- F. Any member may bring an action item up for vote, which needs to be seconded by another member. Voting is done by a simple raising of hands, unless a motion is made and seconded that a particular vote should be conducted by confidential paper ballot. Each member has one vote, including the co-chairs. A simple majority is needed to pass an action item (ties do not pass). Green Team members for voting on action items will be those employees who are in attendance at the meeting.

- G. Action items entail those ideas that members wish to be brought before the EMS committee, events/activities that members wish to be sanctioned by the Green Team, and amendments to the charter. A quorum of at least 15 attendees at the Green Team meeting (including co-chairs) is needed to make amendments to the charter, but a quorum is not needed to vote on other action items. A sign-in sheet of those in attendance is to be kept for Green Team records. Meetings are to be kept to 1 hour and votes are not to be taken after the time limit due to work schedules of volunteer members.
- H. The Green Team will establish, on a volunteer basis, responsibilities for individuals or task forces to achieve the approved actions. Consideration must be taken when voting that enough volunteers will be willing to carry out the action item(s) being voted upon.
- I. The approved action items of the meetings are to be recorded by a co-chair and emailed to all ERRC employees within 10 days, and a record is to be made available on the Green Team intranet site.
- J. The committee may develop other rules and/or procedures to carry out its activities that are consistent with the provisions of this document. This document may be altered by vote of the Green Team members provided that the conditions listed above have been met.