UNE Environmental Council By-Laws

By-Laws Approved & Adopted 2/22/23

Mission

The mission of the Environmental Council is to serve in an advisory and advocacy role to assist the university in acting as responsible stewards of the environment.

Charges

1. Communicate sustainability practices, processes and decisions to the UNE community and raise awareness of UNE's environmental impact.
2. Review current operations that have a direct effect on the environment, including but not limited to solid waste management, water, soil and air quality, carbon footprint and energy consumption, and make recommendations that would decrease their environmental impact.
3. Solicit, evaluate and recommend new sustainability initiatives at the university, including setting general goals for environmental stewardship.

Reporting

1. Environmental Council co-chairs will create a report annually that summarizes the sustainability efforts and activities of the EC and provides links to other relevant sustainability activities.
2. This report will be made available on the EC website and the online document sharing for the EC membership.
3. The annual report will be sent to president/chair of University Faculty Assembly, president/chair of Professional Staff Assembly, and president/chair of the student government groups and, whenever possible, the report will be presented to these groups by an EC representative. The Sustainability Office will present the report to University Council. EC co-chairs will share the report with Vice President of Campus Operations and Senior Vice President of Finance and Administration.
4. The chair(s) of the EC will meet with the president or their designee at least on an annual basis at the completion of the academic year to present the report.

Membership

1. EC aims to maintain equal representation of students, faculty and staff from the Biddeford and Portland Campuses.
2. Close association and collaboration will be maintained with the Sustainability Office and UNE's Dining Services vendor, as well as campus governance groups (i.e. Undergraduate Student Government and Professional Staff Assembly, among others) in order to increase the efficiency and effectiveness of sustainability initiatives across the university.

Voting

1. While membership to EC is open to all constituencies of the university, active membership is required to maintain voting privileges. Active membership includes attending at least two meetings within the previous year or maintaining regular involvement in EC initiatives through discussion with co-chairs, participation in events or projects, or providing input online document sharing site.
2. At least 8 active members must be in attendance for a vote to be held. This may include absentee votes sent electronically through the co-chairs in advance.
3. EC initiatives and leadership are selected by popular vote by the attendees at a particular meeting. The numerical results of votes will be recorded in the meeting notes; however, as much as possible, EC will operate on the basis of consensus. Votes may also be registered electronically in advance with the chair(s), should a member be unable to attend a meeting in which a vote is being held.
4. The prior month's meeting notes will be voted on at every meeting.

Terms and Appointments of Chair(s)

1. EC must have at least two co-chairs each year, and aims to have two faculty/staff co-chairs and one student co-chair each year.
2. The term of each chair will be for a minimum of one academic year, however, terms of two years are considered ideal. Chairs may serve for a maximum of three consecutive years.
3. EC membership must vote on prospective chairs by the final meeting of each academic year.

Meetings

1. Regular meetings shall occur at least once a month during the academic year.
2. Meetings will connect the Biddeford and Portland Campuses by videoconference to avoid transportation impacts and be inclusive of both campuses.
3. Special meetings may be called as needed by the chair(s). Chair(s) will notify members of the special meeting and share the agenda.