

**COLUMBIA ASSOCIATION
CLIMATE CHANGE & SUSTAINABILITY ADVISORY COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Climate Change & Sustainability Advisory Committee (the “Committee”) is to support Columbia Association’s (“CA”) efforts to improve the environmental sustainability of the Columbia community and its environs. The Committee will primarily focus on climate change; however, other environmental sustainability topics, such as resiliency, energy efficiency, waste management, water efficiency, and outdoor environmental quality, will be addressed. The Committee will primarily work with CA and the Village Community Associations to engage residents, businesses, and other community stakeholders to advance clean energy practices to reduce the threat of climate change and advance resource conservation more broadly.

Goals

In July of each fiscal year, the Committee will submit for approval by the CA Board a Charge consisting of three to four initiatives related to its mission to be addressed by the Committee over the succeeding twelve months. The initiatives must be aligned with CA’s Strategic Plan. The Committee’s Charge may include some or all of the following:

1. Support CA with public engagement and community education programs to increase the opportunities for Columbia residents and businesses to mitigate climate change, reduce their environmental impact, and foster a more resilient community.
2. Actively engage the boards of the village associations, and Columbia residents and businesses through community meetings, village-level advisory committees, and newsletters and other media, with the goal to increase participation in climate change and other environmental programs.
3. Collaborate with other climate change focused organizations to further develop synergies and enhance outreach efforts to affect greater community action and engagement.
4. Assist CA staff in evaluating techniques, procedures, and approaches that will further reduce CA’s environmental impact through: the use of clean energy sources; promoting increased energy and water efficiency; deploying advanced transportation, land use, waste management, and material procurement strategies; and other best practices.
5. Recommend best practices to reduce climate-related risks and strengthen Columbia’s resiliency to the impacts of climate change.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Climate Change and Sustainability Advisory Committee will be comprised of 11 individuals appointed by the CA Board and representing a mix of community stakeholders within the boundaries of the Columbia community. Individuals will be considered for appointment to the

Committee based on their relevant experience, educational background, and interest in climate change and other environmental sustainability topics.

Section 2

Committee members will be appointed for one-year term commencing May 1, with renewal for additional term(s) determined by the CA Board.

Section 3

Members may be removed from the Committee for not fulfilling their duties or failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the CA Board.

Section 4

Coordination with the Watershed Advisory Committee will be expected due to the cross-cutting nature of climate change and watershed topics. The chairperson of each committee, along with designated CA staff, will work to ensure topics and priorities are addressed in a collaborative manner.

ARTICLE II: OFFICERS

Section 1

The officers of the Committee will be a chairperson, vice-chairperson, and secretary. Officers will be elected by a majority vote of members of the Committee present at the first regular meeting of the Committee in a fiscal year. CA staff would not be eligible for appointment as an officer of the Committee.

Section 2

The chairperson, with the assistance of the Energy Manager, will be responsible for preparation of meeting agendas for the Committee.

Section 3

The vice-chairperson will preside over meetings in the chairperson's absence and otherwise assist the chairperson in the performance of his/her duties.

Section 4

The secretary will prepare minutes for each meeting and assist the chairperson and vice-chairperson in the performance of their duties.

ARTICLE III: DUTIES OF COMMITTEE MEMBERS

Section 1

By accepting a position on the Climate Change and Sustainability Advisory Committee, each member agrees to attend and actively participate in regular and special meetings of the Committee.

Section 2

The Committee advises on specific topics, matters or issues as directed by the CA Board.

Section 3

The Committee may recommend policy to the CA Board, but will have no policy-making authority for CA. The Committee shall have no authority to direct or oversee the day-to-day work of CA staff.

Section 4

Each Committee member must commit to attending a limited number of Committee-sponsored community events.

Section 5

If the Committee intends to request funds from CA, the Committee Chair must do so per the outlined steps during the budget process for a fiscal year.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the Committee will be held at least quarterly and all meetings will be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be requested by a majority of members of the Committee.

Section 2

The chairperson may call special meetings at any time and will notify all members and the public, at least one week prior to such meeting, as to the time, place and purpose of such special meeting.

Section 3

A majority of the members also may request that a special meeting be called. The request should be made in writing to the chairperson, and be received at least two weeks before the requested date and should state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those members of the Committee in attendance.

Section 4

A majority of the members of the Committee is required to be present at a meeting to constitute a quorum.

Section 5

On any matters brought to a vote before the Committee, each member shall be entitled to one vote.

ARTICLE V: AMENDMENTS

The Committee may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the members at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in "Robert's Rules of Order, Newly Revised" will govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The Energy Manager for CA and other CA staff, as designated by the President/CEO, will provide support to the Committee. Support by CA staff may include working with the chairperson to prepare and distribute the agenda, maintaining a schedule of Committee meetings and notifying the public of meetings, and otherwise carrying out the responsibilities described in “Responsibilities of Staff Liaisons for CA Advisory Committees.” A secretary will be identified by the Committee to provide support with preparing minutes, along with other duties to support activities of the Committee. The Energy Manager also will assist the Committee in gathering, assessing, and presenting information to the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board by June 15 each year highlighting the Committee’s progress on Board approved initiatives, other major accomplishments, recommendations to the Board, if any, and outlining its proposed Charge for the next 12 months.

Approved: _____ 2018