

# Utah Society for Environmental Education Program Advisory Council Charter

## **Preamble:**

The Utah Society for Environmental Education (USEE) Program Advisory Council (USEE PAC) is a forum for all environmental education (EE) interests to come together to coordinate and encourage high quality environmental education statewide. The USEE PAC operates with an inclusive policy, inviting all EE interests to the table.

USEE PAC is non-political.

**Mission:** The mission of USEE PAC is to coordinate and encourage high quality environmental education statewide.

**Goal:** Respond to the needs of the environmental education community of Utah.

**Council Leadership:** USEE PAC will have a 7 member Executive Committee that is elected from and by the general membership, each serving a term of 3 years. The Executive Committee will nominate a Chair and Vice-Chair which the membership will elect. To ensure long-term support, USEE will serve as standing Secretary, responsible for Operations, Logistics and Coordination. The USEE representative will have voting privileges.

The USEE PAC Executive Committee will have representation from both private and public sectors throughout the state of Utah. The Executive Committee will have representative from non-formal education, formal education, higher education, and government as well as two at-large seats.

The role of the Executive Committee will include: establishing procedures, developing agendas; facilitating communication among USEE PAC members; encouraging participation in the USEE PAC; promoting the USEE PAC, and oversight of the Utah Environmental Education Certification Program.

The Chair will serve for one year and will be replaced by the Vice-Chair when the Chair's term expires. The Chair of the USEE PAC will serve on USEE's Board of Directors as a voting member during their term. The Vice-Chair will also serve as Chair in the absence of the Chair.

Both Standing Committees and Ad-hoc Committees may be formed as needed. A Chair will be appointed to these committees. The Chair will be responsible for reporting to the Executive Committee and the membership.

**Membership:** Membership is open to all EE interests in the state of Utah. USEE PAC will strive to have geographic representation as well as members from private and public sectors. Members may be individuals or representatives of a group, company, agency, business, institution, organization, etc. If representing a larger entity, members must have designation from that entity to act in such a capacity. All members in attendance at meetings will be eligible to vote.

Members are expected to attend meetings and/or communicate via phone, fax or email.

**Meetings:** All EE interests are invited to USEE PAC meetings. Prior to meetings, an agenda will be disseminated. Agendas will identify items for discussion and indicate if decisions are needed. Members unable to attend meetings will have the opportunity to submit comments and feedback prior to the meeting. This information will be shared at the meeting. Decisions will be made by individuals in attendance. The USEE PAC embraces a consensus policy whereby decisions that are not accepted by all those in attendance at the meeting, are not endorsed.

There is no minimum number of members required to hold a meeting.

Meeting rules include:

- A. Meetings of the USEE PAC will be semi-annual. Additional meeting will be called as needed or as identified by the Executive Committee and/or its constituents.
- B. Decisions will be made by a consensus of members present at the meeting. No quorum is needed.
- C. An annual meeting will be held to vote for the USEE PAC Executive Committee, recognize accomplishments, and promote annual plans of work. The annual meeting will be held in conjunction with the USEE Annual Conference.
- D. USEE will email, fax or mail a notice of USEE PAC meetings including an agenda. USEE will also disseminate minutes of meetings.
- E. The USEE PAC may engage in other activities which are reasonably related to forwarding its mission and which are not inconsistent with any law or policy governing the members.

**Meeting Governance:** The Chair will conduct all meetings according to the pre-established agenda. All those interested in making a point will ask for recognition and then make a short statement. The Chair may facilitate a discussion, followed by asking for a vote or may recommend the issue be tabled, passed to the Executive Committee or given to a subcommittee.

**Limits:** This council has no intention, nor authority to:

- A. Modify in any way the respective duties, obligations, rights, privileges or immunities of the participants.
- B. Legally and monetarily bind any participant, the continued involvement of each participant being wholly voluntary.
- C. Give rise to any delegation or relinquishment by any participant of jurisdiction or authority over any issue.
- D. Serve as a political voice.

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