

Central Connecticut State University
President's Advisory Council on Environmental Sustainability (PACES)
Bylaws

The President's Advisory Council on Environmental Sustainability (PACES) is a university council reporting directly to the President of the University, In accordance with the requirements of the Presidents Climate Commitment, signed by CCSU in 2007.

I: Mission:

The purpose of this Council is to bring together members of the University community for the purpose of advising the President on the best practices and means for achieving environmental sustainability, Including but not limited to the Climate Action Plan developed as a result of the University President's signature of the Presidents Climate Commitment.

II: Membership:

The council should be comprised of up to 18 representatives (Councilors) appointed by the President, including but not limited to:

- Environmental Health and Safety
- Facilities Management
- Faculty
 - Faculty Senate
 - Faculty representation from all four schools
- Students
 - Student Government Association
 - Inter Residence Council
- Staff
 - Student Affairs
 - Residence Life
 - Purchasing
 - Grands and Funded Research
 - Athletics
 - CIE
- Food Services (at this time, Sodexo)
- Community and Alumni

For voting purposes, Councilors shall be deemed in good standing if they have attended at least 75% of the meetings leading up to a vote,

III: Officers:

A. The Council shall have atleasttwo Co-chairs, comprising one or more faculty members and the Director of Environmental Health & Safety and Sustainability, a Secretary, and a Treasurer. With the exception of the Director of Environmental Health & Safety and Sustainability, officers will serve two-year terms, and no more than two consecutive terms. The President will appoint the faculty Co-chair(s), Secretary and Treasurer, based on recommendations made by the council following elections, which will be held at least two months prior to the beginning of eachterm.

B. Co-Chair Responsibilities: 1) The Co-chairs shall call and preside at all meetings. 2) The Co-chairs shall prepare and circulate an agenda In advance of each meeting. 3) The Co-chairs shall represent the council

in all University matters or appoint a representative. 4) The Co-chairs shall participate in debate as any other member, and will vote in case of a tie.

C. Secretary Responsibilities: 1) The Secretary shall keep a record of the proceedings of each meeting, including a correct statement of every motion made, and the manner in which it was disposed; attendance and absences of councilors and other attendees; the names of the members of all the committees and of all other officers of the body; and all other transactions of each session and its meetings. 2) The Secretary shall be responsible for maintaining the permanent records of the Council and the distribution of all minutes to all members and other required or interested parties. 3) The retention time for all such records is three years, after which the records may be purged.

D. Treasurer Responsibilities: 1) The Treasurer shall have charge of any funds at the disposal of the section, and shall make disbursements from them as approved by the Council. 2) The Treasurer shall keep records of the status of all funds and accounts, and will make reports to the Council as necessary. 3) The treasurer shall be the designated liaison with the Grants and Funded Research office in all matters pertaining to externally-funded projects undertaken by the Council.

E. Elections and Appointments: The Council shall take nominations for candidates for the officers of the Council, and hold elections in ample time to receive results and forward the recommendations to the University President for appointment and to promote a smooth transition in leadership.

IV: Floor Procedures and Frequency of Meetings:

A. The Council shall meet at least twice a semester, but may meet more often when necessary. All regular PACES meetings are open to the public.

B. Ad Hoc committees may be established to carry out the functions and responsibilities of the Council and report back to members. These committees may include and are not limited to: Transportation, Education and Outreach, Food Services, Recycling and Solid Waste Reduction, Energy Conservation, Property Maintenance, Landscaping and Pesticides, Water Use and Conservation.

C. The order of business normally shall be: call to order, approval of minutes of the previous meeting, announcements, council reports, old business, new business, any other business and adjournment.

V: Amendments and Changes in By-Laws:

A. Additions to and amendments of the by-laws may be made by a vote of more than half the members present at a regularly scheduled meeting.

As of February 8, 2012.

Updated: November 2, 2018