Illinois Green Business Association Certification Steering Committee Charter

The IGBA Certification Steering Committee is a standing committee of the IGBA Board of Directors, consistent with Article III of the IGBA Bylaws. The work of the committee is governed by this Charter, as approved by the IGBA Executive Committee or the IGBA Board of Directors.

Purpose of the Certification Steering Committee

The Certification Steering Committee will provide general oversight and strategic planning for the IGBA Technical Advisory Groups as they review the IGBA certification standards, and make additions and revisions to those standards. The IGBA Technical Advisory Groups will be a collection of technical experts that will revise and enhance the IGBA green business certification standards.

Guiding Principles

1. Provide general oversight and strategic vision for the IGBA Technical Advisory Groups
2. Develop timelines and parameters for the Technical Advisory Groups revision process
3. Assist in actively promoting the Technical Advisory Groups, and recruiting qualified members
4. Closely collaborate and coordinate with Technical Advisory Groups, IGBA Staff and the IGBA Board of Directors to provide synergistic strategies and holistic solutions to barriers and difficulties resulting in enhanced green business practices and standards.

Role and Responsibility of the IGBA Certification Steering Committee

The IGBA Certification Steering Committee has the principal role and responsibility for the development and implementation of the IGBA green business certification standards.

The IGBA Certification Steering Committees principle roles include:

1. Direction - Setting the direction and strategy for IGBA certification standards
2. Delegation - Delegation of responsibility for the implementation of IGBA certification standards
3. Implementation Oversight - Provide oversight and support for the implementation of IGBA certification standards
4. Communication - The effective management of communication with the IGBA Board, Executive Committee, Technical Advisory Groups and Staff.

The IGBA Certification Steering Committees principle responsibilities include:

1. Quality Control – scientific and technical oversight.
- Has final responsibility for the content of all IGBA certification standards submitted for Board approval.
- Reviews and acts on the accomplishments of IGBA Technical Advisory Groups.
- Oversees ongoing refinements and delivery of existing certification standards.

2. New Standards Development and Implementation – Prioritization and process oversight
- Balances technical, economic, status of market development and acceptance and other factors when approving certification standards, or setting priorities.
- Authorizes and approves the development of new IGBA certification standards.
- Identifies, nominates, and approves Technical Advisory Group members

Certification Steering Committee Membership
The Certification Steering Committee is headed by a Chairperson who is assisted by the IGBA Certification Manage. The IGBA Board of Directors will appoint one of its members to serve on the Certification Steering Committee. There are a maximum number of committee seats set at seven members, not including the IGBA Certification Manager. The IGBA Certification Manager is an ex-officio non-voting member of the Certification Steering Committee. Furthermore, the IGBA Certification Manager shall serve as secretariat to the committee. The Certification Steering Committee members will serve for two years, and may serve up to three consecutive terms.

Filling Vacant Seats on the Certification Steering Committee:
Vacancies arising on the Certification Steering Committee are filled by a nomination from either the IGBA Board of Directors, or from the IGBA Certification Steering Committee. All nominations must be approved by a majority vote from the current Certification Steering Committee.

Quorum:
A quorum shall be 33% of the committee membership. Additionally, quorum applies to the number of currently filled seats. If a quorum is not present, all voting items on the agenda shall be postponed until the following meeting.

Agenda:
The IGBA Certification Manager will prepare the meeting agendas, accepting proposals from Certification Steering Committee members. Meeting agendas are made available to participants at least seven days prior to the meeting. Every agenda will include approval of the previous meeting's minutes and an opportunity for Certification Steering Committee members to submit items as "new business."

Voting:
All Certification Steering Committee members get one vote. IGBA Staff are not eligible to vote. Any persons with a conflict of interest should declare their interest in the outcome of a vote before contributing to debate and should abstain their vote on the issue. All voting items require majority support in order to be approved. Since the Certification Steering Committee is a regional body, remote voice vote is allowed on all measures. If an issue is undecided at the conclusion of a meeting, any Certification Steering Committee member can request an electronic ballot.

Minutes:
Written minutes will be taken at all committee meetings and approved periodic updates will be posted to the web-site and distributed to core and corresponding members. Minutes will provide a summary of the proceedings, noting the major discussion and action items of the meeting, any motions, seconds and the results of votes on the motion.

Attendance:
Committee members are expected to attend every meeting. Attendance below 1/3 of the meetings in a six-month period is considered non-performance and cause for removal from the committee. The IGBA Certification Manager will notify committee members in danger of non-performance after 4 months and given an opportunity to reengage or resign. The removal of a committee member shall require a majority vote from the current Certification Steering Committee. Meetings cancelled by consensus will not count toward attendance.