

States Environmental Results Program Consortium
“States ERP Consortium”
CHARTER

Revised May 16, 2007

Purpose

This Charter addresses the mission, goals, form and function of the States ERP Consortium. The States ERP Consortium was formed in 2006 to provide a means of networking, coordinating, developing policy, educating and communicating to related environmental stakeholders in order to effectively use ERP tools at the state agency level. The Charter was developed by founding group members and ratified by membership at the November 15, 2006 meeting. The Steering Committee and Charter help the States ERP Consortium to select its leadership, identify issues, focus resources, and resolve disagreements over States ERP Consortium policy or direction of work.

The States ERP Consortium is also a Forum of the Environmental Council of the States (ECOS). The Forum’s ECOS co-chair is the Chair of the ECOS Cross-Media Committee and the non-ECOS co-chair is the Director of the U.S. Environmental Protection Agency’s Office of Environmental Policy Innovation in the Office of Policy, Economics and Innovation’s National Center for Environmental Innovation.

Mission

The Mission of the States ERP Consortium is to collaborate in promoting the use of ERP approaches for effective and efficient environmental protection and improvement.

Goals

The primary Goals of the States ERP Consortium are to:

1. Share information and tools among states to help with ERP implementation;
2. Expand support for ERP within states and EPA;
3. Report and communicate ERP results key audiences;
4. Identify potential new applications for ERP;
5. Identify strategies to accelerate and achieve economies of scale in automating ERPs.

General Membership

Any person who participates in ERP program development or is otherwise a stakeholder in a state’s or EPA’s ERP program may become a general member of the States ERP Consortium. Membership duties consist of maintaining accurate contact data for the network, consistent participation in meetings or conference calls and Work Groups, and providing periodic updates on the general member’s ERP projects. Membership benefits include

connection to the States ERP Consortium network via e-mail lists and other means, direct access to member state experiences, tools, and materials, and influence over national policy development in regard to ERP programs.

Business

States ERP Consortium business may be conducted either through meetings, Work Group or general monthly telephone conference calls, or Steering Committee telephone conference calls. Any issue affecting the States ERP Consortium, its positions or activities may be voted on in one of these settings if a majority of the members of the group meeting are present, and if none of those present request a delay in voting until the next meeting of that group. No issue may be delayed past the next meeting of that group without concurrence of a majority of those present.

The leader of a meeting or conference call will ask for agenda items from participants at the end of each meeting and one week in advance of the next meeting if there is available time on the agenda for more items. Members are also encouraged to send future agenda items to the leader at any time. Each agenda item will include the goal for the topic and what is needed: decisions; information sharing or briefing (one way); discussion (two way); or problem solving. Time will be allocated to the topic and a responsible person identified. Agenda items and attachments for any meeting or conference call should be sent to applicable group members two weeks prior to the meeting if a decision by the group is needed at the next meeting or call, or 5 days before the meeting or call if a decision is not needed.

The States ERP Consortium may from time to time adopt procedures to facilitate the efficient and transparent operations of the Consortium. Procedures adopted by a majority vote of Steering Committee members will be designated with an effective date, be made attachments to the charter and will remain in effect until revised or terminated by a subsequent majority vote of the steering committee.

The States ERP Consortium, its Steering Committee and its Work Groups will strive to build consensus during discussions to the extent that time allows. However, if procedures relating to decision-making are followed as required elsewhere in this Charter, the vote of the majority will prevail.

Steering Committee

The Steering Committee will be comprised of the Chair, the Vice-Chair, and one representative from each state active in ERP, and one representative from EPA. The Chair and Vice-Chair serve as their states' representatives on the Steering Committee. The Steering Committee's primary functions are to select the Chair and Vice-Chair, to vote on fiscal issues affecting States ERP Consortium membership, to decide policy issues which cannot be resolved by other means, and to amend this Charter as necessary. Should their absence from a voting meeting or conference call be unavoidable, state and EPA representatives are responsible for providing and preparing an alternate, or for giving the Chair or Vice-Chair their proxy in writing or via e-mail in advance. Key partner-members such as EPA may be added to the Steering Committee as

voting organizations by the Steering Committee following discussion by the general membership.

Any member, whether general or Steering Committee, who feels they may have a conflict of interest or may conflict with other parts of their organization in the course of a discussion or vote on any funding, policy, position, action, or other issue being considered by the Consortium may recuse themselves from such discussions or votes. Any recusal will be documented.

Steering Committee Representatives

A state with an ERP program and EPA shall have one vote each. Any States ERP Consortium general member may be selected as their state's or EPA's voting representative on the States ERP Consortium Steering Committee. The States ERP Consortium general members from each state, from EPA, or from other organizations the Steering Committee may designate shall select one representative using the method of their choice, but the States ERP Consortium Chair shall ensure that representatives are selected in a timely manner, and may intervene to settle intrastate or intra-EPA disputes over selection. State or EPA representatives will serve on the Steering Committee for a period determined by that state's or EPA's general membership. The representative must attend every conference call of the Steering Committee, or must notify the Chair of her/his impending absence and arrange for a designee to attend. Failure by a representative to participate, to notify in advance of absence, or to arrange for participation by a designee will result in a call from the Chair to resolve any issues in order to ensure representation of ERP states and EPA. Only the representative or in their absence, a designee or proxy, shall be allowed to vote on issues before the Steering Committee.

Chair

The Chair's term of office shall be one year, and may be longer if approved by the Steering Committee. With the exception of the first Chair, the Chair shall be the previous Vice-Chair and shall have served on the Steering Committee for at least one year as a state representative. This post requires a commitment on the part of the individual involved to coordinate and set agendas for monthly conference calls, oversee annual representative selections or replacements as necessary, approve Work Group membership and action plans, and represent the States ERP Consortium in different activities and capacities that may include: coordinating with USEPA, ECOS and other partners, and acting as a liaison and advocate for the States ERP Consortium in general. The Chair shall assume office on March 1. Should the Chair leave office during his/her designated term, the Vice-Chair shall assume office for the remainder of the term or if that is not possible, an interim Chair shall be selected by a majority of the Steering Committee for the remainder of the term. At least 3 months prior to the end of an outgoing Chair's term, the Chair shall solicit nominations for a new Vice Chair from the general membership and prepare a slate of qualified candidates for the Steering Committee to act on prior to the end of that term.

Vice-Chair

The Vice-Chair shall be selected by the Steering Committee for a one-year term or longer, and with the exception of the first Vice-Chair, shall have served on the Steering Committee for at

least one year as a state representative. The Vice-Chair shall provide support and backup for all Chair activities as needed, and will be responsible for keeping the activity of all Work Groups on track with Consortium deadlines. The Vice-Chair shall assume office on March 1. The Vice-Chair automatically rotates into the Chair position upon expiration of the Chair's term of office or should the Chair be unable to fulfill his/her term. Should the Vice-Chair be unable to fulfill his/her duties or term, the Steering Committee will determine how to fill the position.

Work Groups

Based on the suggestion of individual general members, discussion of the general membership, and the approval by a majority of the Steering Committee, various Work Groups may be formed to address specific issues or objectives. The Chair is responsible for soliciting interest in participating in Work Groups among the membership. Any general member may volunteer or nominate other general members for Work Group membership. Work Group members must commit to serve for at least six months, and shall participate in meetings and conference calls and accept assignments as necessary to complete Work Group tasks. In general, members should not volunteer or be nominated unless they are able to contribute at least 6 hours a month to the Work Group. The Chair and Vice-Chair will confirm Work Group members in line with this expectation. Work Group members shall set up precise action plans and timelines for their activity, and schedule discussions and work so goals are achieved in timely fashion. Action plans shall be approved by the Chair and Steering Committee. The Chair and the Steering Committee will balance the number and scope of Work Groups with the capacity of membership to complete action plans within the time allotted. The Work Group is solely responsible for selecting its leadership, whose functions will be convening, documenting, planning, keeping Work Group activities on time and on track with Work Group action plans, and reporting on progress to the Steering Committee and the general membership.

Amending the Charter

The Steering Committee may amend the Charter by a vote of the majority of its members, after providing to the general membership at least one month's notice and opportunity to register comments. The Steering Committee will vote on proposed changes only after considering and documenting the consideration of all membership comments on the proposed amendment.

CHARTER ATTACHMENT 1

Approved by Steering Committee: May 16, 2007

Procedure for Reaching Decisions on Consortium Products, Positions, Issues, Or Other Situations

Whenever a Work Group chair, with the support of the Work Group's membership believes that a product, position, issue or other situation requires final decision-making by the Consortium, that Work Group chair may request a vote of the Steering Committee. The Steering Committee may delegate decision-making on products or issues to a Work Group by formal action. In general, however, the Steering Committee should decide whether to make public statements of Consortium positions on issues.

As an alternative pathway, if any general Consortium member believes that a product, position, issue or other situation requires final decision-making by the Consortium, the member may request that any two Steering Committee representatives move for a vote of the full Steering Committee to approve the product. If any two Steering Committee representatives decide to move for a vote of the full Steering Committee, they may do so by sending an email to all Steering Committee representatives asking the Steering Committee representatives to vote on the matter with a cc: to all Consortium members for their information.

A decision is reached when a majority of the formally-designated Steering Committee representatives vote for the same outcome. Votes may occur at a regular monthly Consortium call; on a conference call or meeting on a date which is determined by the Chair and/or Vice Chair to be timely to the issue and which maximizes the number of Steering Committee representatives able to participate, or; via e-mail. A majority of Steering Committee representatives – each voting for the same outcome – is therefore required at a meeting or conference call in order to conclude decision-making. Only a majority of those present is required to approve decision-making via e-mail.