

**Associated Students of Western Washington University
Green Energy Fee Task Force Charge & Charter**

April 2010

- I. CHARGE** Assess and establish the operational guidelines for Green Energy Fee program. Oversee the creation of a student position job description. Evaluate and reformat the Green Energy Fee Committee Charge and Charter. Make recommendations on the fee and the program as a whole to the AS Board of Directors.
- II. MEMBERSHIP** ASVP for Student Life, Chair
ASVP for Academic Affairs, Vice Chair
1 Student at-Large, appointed by AS Board of Directors
1 Student from Students for Renewable Energy
1 Faculty representative at-large, appointed by the Faculty Senate
1 Representative from the office of Sustainability
1 Representative from Facilities Management
1 Representative from Business and Financial Affairs
Director of Student Activities (or designee), Adviser (non-voting)
Secretary (non-voting)
- III. CHAIR** The Chairperson shall be the AS Vice President for Student Life. (S)he shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the ASVP for Academic Affairs and acts in the absence of the Chair.
- IV. MEETINGS** The task force shall meet when called upon by the Chair. Meetings shall be called by the Chair with a minimum of forty-eight (48) hours notice. Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated, voting membership. All operational and financial decisions shall be reflected in meeting minutes and distributed to all committee members at the next meeting.
- V. VOTING** Decisions within the task force shall be made by consensus. However, if consensus cannot be made, any member can make a motion and the committee will move into voting. In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.
- VI. QUORUM** A majority of the voting membership seated shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.
- VII. RULES** The task force may adopt and amend rules governing its operation, subject to review by the AS Board of Directors.
- VIII. REPORTAGE** The task force shall report to the AS Board of Directors.
- IX. TERM** The task force will be valid for Spring Quarter 2010.