



Illinois Green Business Association Technical Advisory Group Charter

The IGBA Technical Advisory Groups are standing committees of the IGBA Board of Directors, consistent with Article III of the IGBA Bylaws. The works of these groups are governed by this Charter, as approved by the IGBA Executive Committee or the IGBA Board of Directors.

Purpose of the Technical Advisory Groups

The Technical Advisory Groups (TAG's) will review, revise, make additions, and enhance the IGBA green business certification standards. The Technical Advisory Groups report directly to the IGBA Certification Steering Committee.

Scope of Work

1. Each Technical Advisory Group will review and revise the current standards for their relevant section of the IGBA green business certification program checklist.
2. Each Technical Advisory Group authorizes and approves the development of new IGBA certification standards as directed by the IGBA Certification Steering Committee.

Responsibilities

1. Provide expert advice on revisions to the IGBA green business checklist standards and certification program.
2. Research and recommend cutting edge strategies and technologies that can be incorporated into each of the nine IGBA green business certification sections.
3. Closely collaborate and coordinate with other Technical Advisory Groups, and the IGBA Certification Steering Committee to provide synergistic strategies and holistic solutions to barriers and difficulties in green business practices and standards.
4. Research and recommend new green business techniques, strategies and standards.
5. Establish prioritization and process oversight for IGBA green business checklist standards.
6. Balances technical, economic, status of market development and acceptance and other factors when approving certification standards, or setting priorities.

IGBA Technical Advisory Groups Membership

The Technical Advisory Groups are headed by a Chairperson who is assisted by the IGBA Certification Manager. 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 Technical Advisory Groups. Furthermore, the IGBA Certification Manager shall serve as secretariat to the committee. The Technical Advisory Groups members will serve for two years, and may serve up to three consecutive terms.

Filling Vacant Seats on the Technical Advisory Groups:

Vacancies arising on the Technical Advisory Groups are filled by a nomination 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, or no fewer than two Technical Advisory Group members. 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. 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 Technical Advisory Groups members to submit items as "new business."

Voting:

All Technical Advisory Groups 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 Technical Advisory Groups is a regional body, remote voice vote is allowed on all measures. If an issue is undecided at the conclusion of a meeting, any Technical Advisory Group member can request an electronic ballot. Electronic balloting is allowed in keeping with Illinois State Law.

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. Core members include all of the current members of that specific Technical Advisory Group, while corresponding members include the IGBA Certification Steering Committee, IGBA Staff, IGBA Board of Directors, and the other IGBA Technical Advisory Groups. 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 Technical Advisory Group member shall require a majority vote from the current Certification Steering Committee. Meetings cancelled by consensus will not count toward attendance.