

Charter for the Eldorado Community Improvement Association, Inc. Eldorado Environmental Stewardship Committee

1.0 The Mission Statement

The mission statement of the Eldorado Environmental Stewardship Committee (EESC) is to develop ecologically sound and sustainable environmental practices that promote a healthy and safe community.

2.0 Background Statement

Eldorado has evolved into a maturing community concerned with preserving and improving its property values and living environment. From the first 1998 policy, to the creation of an Environmental Advisory AH Committee in 2018, our committee strives to create an ecologically sound and sustainable environment for our residents.

3.0 Working Procedures

- 3.1** The EESC shall consist of a committee chair, secretary, and an additional 3-5 members.
- 3.2** A quorum is required for all votes. If the EESC has fewer than eight (8) members, the quorum is three (3). If membership is equal to or greater than eight (8), then four (4) EESC members is a quorum. Members attending by conference call shall be counted as part of the quorum. Voting by email is acceptable.
- 3.3** Every effort will be made to make decisions by consensus. Each committee member will have one vote. A simple majority of the quorum will be required to carry a motion.
- 3.4** The EESC shall meet the first Tuesday of every month at the ECIA Community Center. Additional meetings will be scheduled as needed.
- 3.5** Robert's Rules of Order will govern the running of the meetings.
- 3.6** A meeting notice shall be published in the ECIA Vistas and on the ECIA website.
- 3.7** Meeting agendas will be utilized and distributed to all attendees.
- 3.8** Members in good standing of ECIA are invited to attend and participate, to the extent deemed appropriate by the Chairperson, in all regularly scheduled EESC meetings.
- 3.9** Minutes from the previous meeting may be reviewed, revised and approved at the EESC meeting, or via email, by a quorum of the EESC. Electronically approved minutes will be incorporated in the following business meeting as a point of record. All approved minutes will be sent to the ECIA office for posting on the website.

4.0 Level and Scope of Activities

- 4.1** Nominate two (2) EESC members to the Working Group appointed by the ECIA Board of Directors (Board) to complete Pesticide Use Proposal for recommendation to and action by the Board.
- 4.2** Conduct a periodic review of the ECIA Procedure for Pesticide Application, Pesticide Use Integrated Pest Management Policy (IPM pyramids), and Proposal for Use of Pesticides.
- 4.3** Establish Environmental Stewardship process for the ECIA
 - 4.3.1** Environmental audit
 - 4.3.1.1** Create a process for periodic environmental audits of ECIA grounds, buildings and procedures by working with the ECIA Committees, including but not limited

to Conservation, Facilities and Grounds, Roads, and Stable Committees, or any other appropriate groups or individuals.

4.3.1.2 Conduct a baseline environmental audit.

4.3.1.3 Conduct periodic environmental audits.

4.3.1.4 Conduct periodic review of ECIA audit procedures.

4.3.2 Create a process for the evaluation of resource use (e.g. recycling) and materials used in construction, maintenance and other activities of the ECIA by working with the Conservation, Facilities and Grounds, Roads, and Stable Committees or any other appropriate groups or individuals.

4.3.3 Establish a program of community outreach regarding environmentally sustainable and cost-effective practices.

4.3.4 Improve the ability of ECIA members to be informed on issues of Integrated Pest Management and Environmental Stewardship by establishing an environmental library that is both physical and on-line.

5.0 Products and Reports Requirements

5.1 EESC chairperson will attend and give monthly reports to the Board at the working session meeting as needed.

5.2 The EESC shall write and submit yearly reports to the Board, as part of their annual report.

5.3 EESC reports directly to the Board.

6.0 Committee Membership and Responsibility

6.1 Membership

6.1.1 Committee members must be ECIA members in good standing as defined by the bylaws of the ECIA.

6.1.2 Prospective members must attend two (2) meetings, be formally approved by quorum of the EESC, be approved as a member in good standing and have their name submitted to the Board for formal appointment.

6.1.3 It is the responsibility of each Committee member to attend regularly scheduled meetings and abide by all Committee rules, roles and responsibilities.

6.1.4 Prior to a Committee meeting, any Committee member can add an item to the Committee's agenda by communicating with the Committee chair. Any member can request that an item can be added to the agenda at the beginning of a meeting.

6.1.5 No Committee member will act for or make commitments for the Committee without prior consent.

6.1.6 The Committee chairperson shall review all meeting minutes, agendas, etc. before they are sent to the Committee for review. Once meeting minutes, agendas, etc. are complete, the chairperson will send the document for posting to the ECIA website.

6.1.7 Three (3) unexcused absences are grounds for dismissal from the Committee. An excused absence is defined as one in which the planned absence is communicated to the chair in advance of the scheduled meeting. All other absences shall be deemed unexcused.

6.1.8 Committee members are expected to conduct themselves in a courteous, professional manner when communicating with Board members, fellow Committee members, ECIA staff, outside contractors, Eldorado residents and other members of the public, including in electronic communications and on social media.

6.1.9 Committee members who violate this policy by acting in an unprofessional, inappropriate or unacceptable manner will be subject to disciplinary action, including, but not limited to censure, removal as committee officer, or removal from the Committee by a majority of the Board.

6.2 Chairperson

6.2.1 Annually, a chairperson shall be elected by a majority vote of the EESC and submitted to the Board.

6.2.2 It is the responsibility of the chairperson to ensure that the blend of experience, knowledge, skills and perspectives of the Committee members supports its mission and work.

6.2.3 The chairperson will be responsible for ensuring the good standing of the Committee's membership by nominating for Board appointment new candidates who have met the meeting attendance requirement and/or informing the Board of any member with three consecutive unexcused absences.

6.2.4 The chairperson may choose to conduct electronic voting.

6.3 Secretary

6.3.1 The secretary is responsible for drafting meeting minutes, the official record of meetings, and recording the exact wording of any motions prior to the vote. The duties of the secretary will be completed by a single volunteer.

7.0 Resources Required and Available

7.1 Administrative supplies shall be obtained from the ECIA Office.

7.2 Financial needs to operate the EESC shall be budgeted, like other ECIA Committees, and must go through formal approval of the Board.