

EPEAT Advisory Council Charter

This document describes the operating principles of the EPEAT Advisory Council (AC).

1. Purpose of the Advisory Council

The Advisory Council's role is to provide advice, input, and perspective to EPEAT Program management and staff on the following matters:

- Implementing new standards on the EPEAT Registry
- Adjusting the application of existing standards in EPEAT
- Verification strategy and otherwise maintaining the credibility of the EPEAT System, including relationships with Conformity Assurance Bodies (CABs)
- Usability, features and operation of the EPEAT System
- Branding and communications related to EPEAT and EPEAT registered products
- Promotion of the Registry and EPEAT to purchasers and other key stakeholders
- High level work plan
- Other matters of importance to stakeholders related to management of the EPEAT Program to fulfill its mission

The Advisory Council shall not influence specific product verification plans or decisions or setting of EPEAT participation fees.

The Advisory Council may provide unsolicited advice or may provide advice on request, and members may provide advice individually or collectively. The Advisory Council is not a fiduciary body.

2. Staff Support

The work of the AC is supported by Green Electronics Council (GEC) staff. The EPEAT Program Director facilitates the AC meetings. The EPEAT Program Director is responsible for ensuring that the following activities are supported:

- Planning the meetings, facilitating meetings, arranging logistics for meetings, and taking notes of meetings
- Distributing the materials for meetings at least one week before meetings, either via email or by posting them to the AC collaborative worksite for download and notifying members
- Inviting AC members to host the in-person meetings, or portions of meetings

3. Membership

The following rules apply to membership of the Advisory Council.

a. Advisory Council Members

AC members are appointed and serve as individuals representing their organization. A large part of the value that members bring is that they understand and share the perspectives of the stakeholder group that they represent. However, members are expected to provide advice and counsel to support EPEAT's mission success rather than that which uniquely serves their own organization's interest.

Similarly, members' organizational affiliation is an important part of their role, but individuals within an organization are not interchangeable.

If serving members change their organizational affiliation during their term, they must notify the EPEAT Program Director. The EPEAT Program Director, in consultation with the Advisory Council, will determine what action to take, if any.

b. Number of Members

The Advisory Council has no less than 11 and no more than 15 members.

c. Representation of Stakeholders

Definition: "Stakeholder group" or "Stakeholder category" is any number of organizations whose activities may be impacted by, or who may have a direct interest in, electronics and the environment.

The Advisory Council consists of a balanced representation of key stakeholders engaged in sustainable electronics. Advisory Council members will be selected to provide EPEAT program staff with insights and guidance related to electronics technical advancements, purchaser perspectives and needs, policy requirements, standards developments and other viewpoints that will increase the efficiency and impact of the EPEAT program. The EPEAT program strives to have the following stakeholders represented on the AC:

- Purchasers of electronics who use EPEAT in their purchasing specifications
- Environmental advocates and Non-Governmental Organizations active in issues related to sustainable electronics
- Manufacturers of electronics
- Retailers and sellers of electronics
- Government agencies related to procurement, standards, and/or sustainability
- Participating Conformity Assurance Bodies
- Academic institutions
- Representatives from organizations that impact the lifecycle of sustainable electronics (e.g. recyclers, suppliers to Manufacturers)

Representation on the AC should be representative of the diversity of the stakeholder group itself. For example, the Manufacturer representatives should include manufacturers of the range of product types on the registry, size of company, and geographic presence and location; Purchaser representatives should include representatives of the different types of organizations that specify EPEAT and from different countries and regions supported by EPEAT, etc.

Maintaining balance is particularly important as the AC advises on instances when the EPEAT Program may adjust the application of standards in EPEAT.

"Balanced" representation means:

- The Advisory Council should consist of members representing at least four stakeholder categories.

- Purchasers and Manufacturers will be represented on AC, with a minimum of 3 members each.
- No one stakeholder category should dominate the AC membership. Dominance is defined as representation by any one stakeholder category that excludes fair consideration of other viewpoints. Any instance where one stakeholder category represents more than 1/3 of the total stakeholders on the AC is considered dominance.
- There is an appropriate diversity of stakeholder perspectives within stakeholder categories. If all the stakeholders within a given category are of one type, balance is not maintained. For example, if all of the stakeholders in the purchaser category represent federal agencies, then balance is not achieved.

If a member leaves the Advisory Council the stakeholder balance may be upset for a short interval. In this event the EPEAT Program Director and AC members cooperate to bring the Advisory Council back into balance as soon as possible.

d. Nomination of AC Members

AC members are nominated by the Advisory Council and/or the EPEAT Program Director. AC members are nominated for two reasons:

- Replacement of AC members departing the AC: AC members are nominated to replace an outgoing AC member whose term has ended, and the total number of AC members does not change.
- Increasing the size of the AC: AC member is nominated to join the AC, increasing the total number of AC members. To increase the AC membership, any AC member or the EPEAT Program Director may nominate an additional candidate at any time.

e. AC Member Nomination Process

i. Replacement of AC members Departing the AC:

To replace outgoing AC members, the September AC meeting will include, as an agenda item, a review of AC members whose term completes in December of that year. There will be period of at least 30 days after the September meeting when any AC member, AC stakeholder group or the EPEAT Program Director may nominate a replacement candidate

Candidates are presented to the AC for consideration. More than one candidate for a certain stakeholder category may be considered.

The AC votes on the candidate(s) being considered. Votes may only take place when quorum has been achieved. To be appointed, a candidate must receive more than 50% of the votes cast. In the instance of a tie vote, the EPEAT Program Director will vote to break the tie. If the appointed candidate(s) upsets balance (as defined in 3.c above), the EPEAT Program Director may override the vote of the AC.

If an AC member ends their service out of term, the steps above are followed, commencing with the next regularly scheduled AC meeting.

ii. Increasing the Size of the AC:

Any AC member or the EPEAT Program Director may nominate a candidate at any time. The EPEAT Program Director determines if increasing the size of the AC will affect balance. If balance is not affected, the candidate is considered at the next routinely scheduled AC meeting.

The AC votes on the candidate(s) being considered. Votes may only take place when quorum has been achieved. To be appointed, a candidate must receive more than 50% of the votes cast. In the instance of a tie vote, the EPEAT Program Director will vote to break the tie. If the appointed candidate upsets balance (as defined in 3.c above), the EPEAT Program Director may override the vote of the AC.

f. AC Member Dismissal

The AC may recommend dismissal of an AC member at any time for reasons including:

- AC member lack of consistent participation. Member does not participate in 3 consecutive AC meetings.
- Non-collaborative engagement. The Advisory Council's role is to provide advice, input, and perspective to EPEAT Program management and staff and a non-collaborative AC member is not fulfilling their role.

If one of these two conditions is met, 2/3 of a quorum of the AC must vote to dismiss the member.

As maintaining balance is critical to the role of the AC, the EPEAT Program Director, in consultation with the AC may dismiss a member if balance is upset. If any AC member is dissatisfied with the EPEAT Program Director's decision regarding AC member dismissal, these concerns should be raised to the GEC CEO.

g. Member Qualifications

In order to ensure that the AC is comprised of knowledgeable members who can provide the EPEAT Program with useful insight, AC candidates should have 3 or more of the following qualifications:

- Experience with EPEAT relevant to the stakeholder category or sector they represent
- Engagement in the standard setting process for standards used in EPEAT
- Experience with sustainable purchasing/procurement
- Experience with product stewardship
- Engagement with sustainability issues relating to electronics
- Represent an organization that is committed to EPEAT, sustainable electronics or sustainable purchasing
- Knowledge of regulations and standards relevant to the stakeholder category or sector they represent

h. Member Terms

Members serve three-year terms based on a calendar year. Members may serve 2 consecutive terms.

In the event a member is appointed “out of cycle” due to an unplanned vacancy, the EPEAT Program Director determines when their term expires, not to exceed a 3 year term. AC member can resign at any time. It is requested that the member provide 30 days written notice of their intention to resign to the EPEAT Program Director.

If a member resigns before the end of their term, the EPEAT Program Director, in consultation with the Advisory Council, will nominate a qualified individual as a replacement to serve out the remainder of the original member’s term.

i. Member Attendance

Members have a responsibility to the other members to serve in good standing by attending at least 2/3 of the meetings. Members should read and consider the meeting materials before each meeting. Members should strive to be fully present during meetings.

j. Compensation

Members serve without compensation.

Members are generally expected to cover their own travel expense to attend meetings.

GEC is expected to cover the onsite meeting costs (meeting room, meals, AV, etc.) for AC in-person meetings.

k. Liability for Members of the Advisory Council

Members do not hold fiduciary responsibility and serve in an advisory capacity and are therefore not liable for any actions of the Green Electronics Council and/or the EPEAT Program.

4. AC Meetings

Regular meetings of the Advisory Council are held once per calendar quarter, usually in March, June, September and December. In recent years, the June and December meetings have been in- person, alternating between Portland and other hosted locations, and the March and September meetings by teleconference.

Special teleconference meetings may also be scheduled at any time by the EPEAT Program Director with at least ten days advance notice provided to members. Any member of the Advisory Council may request a special meeting.

Advisory Council meetings are open to non-members only at the invitation of the EPEAT Program Director. Unless otherwise noted in the agenda, the entire meeting is open to invited guests. When noted on the agenda the AC may be in executive session, at which time guests will be excused. The

portions of meetings closed to non-AC members will be clearly communicated in advance. The EPEAT Program Director may also seek member input outside of organized meetings.

5. Notice of Meetings

Regular meetings of the AC are scheduled each year in advance. The schedule is posted on the website and provided to members annually. Members and invited guests are notified of special meetings by email.

6. AC process for making motions

The AC brings together diverse perspectives to provide the EPEAT Program with insight and advice that improves the technical and operational capacity of the EPEAT Program. The EPEAT Program records and considers the opinions and recommendations of individual AC members. When the AC wishes to provide a consensus based recommendation that reflects the opinion of the AC as a body, it does so through a formal motion.

To achieve consensus on motions to adjust the implement of standards in EPEAT, at least 2/3 of the quorum in any EPEAT Advisory Council official meeting must agree with the motion. See P17 Qualifications of Standards for EPEAT for the process to adjust the implementation of standards in EEPEAT. To achieve consensus on all other motions, at least 50% of the quorum in any EPEAT Advisory Council official meeting must agree with the motion. A quorum is 75% of the AC membership. Once a quorum is obtained in a meeting it is maintained until the meeting is adjourned.

Motions made by the AC are non-binding and reflect the advice, input or recommendations of the AC as a body. The EPEAT Program may request that the AC make a formal motion on issues that are of strategic importance. Agendas for AC meetings will reflect the specific issues where the EPEAT Program is requesting an AC motion. AC motions are considered by the EPEAT Program with more weight than the opinions and recommendations of individual AC members. A show of hands (or poll of attendees) is used to determine if 2/3 of the quorum in the AC agrees with the motion. All AC motions will be recorded in the meeting minutes. The EPEAT Program Director will respond to all AC motions in writing.

7. Records of Meetings

The EPEAT Program Director is responsible for ensuring that notes are taken of Advisory Council meetings. The notes will record discussions, action items, and any votes taken and specific comments requested by an Advisor. Meeting notes will be distributed to members via email or posted to the AC collaborative work site no later than two weeks after the AC meeting. Meeting notes will be approved at the subsequent Advisory Council meeting. Meeting notes are not made publicly available and will protect any confidential business information that is shared during AC meetings.

8. New member orientation

All new members will receive an orientation presentation on the EPEAT Program and an AC Reference Guide. The Guide will serve as a reference to the EPEAT Program processes, roles, responsibilities, language (e.g., acronyms) and other facets of the EPEAT program.

9. AC Committees

The EPEAT Program staff may ask that a subset of the AC membership, potentially including non-AC members, form a committee to research specific items of importance to the EPEAT Program. It is not required that committees maintain stakeholder balance and they may operate informally

10. Change History

- The initial release of this document (Issue 1 Rev 0) was approved by the Advisory Council on March 12 2013.
- Issue 1 Rev1 was released on November 15, 2015. Updated naming conventions and other insignificant changes.
- Issue 1 Rev2 was released on 4/27/2017. Updates include responsibilities and expectations of AC members.