



POLICIES AND PROCEDURES FOR COMMITTEES AND WORKING GROUPS

August 2023

These policies and procedures cover the establishment, membership, structure, and operations of Green Seal Committees and Working Groups.

Section 1.0 MAINTENANCE OF POLICIES AND PROCEDURES

These policies are reviewed, prepared, and maintained annually by Green Seal staff.

Section 2.0 DEFINITIONS AND EXCEPTIONS

2.1. Definitions. The following rules and definitions shall apply in this policy:

“Shall” means an action or the prohibition of an action is mandatory.

“Should” means an action is expected or the appropriate practice in most instances, but the failure to take or taking of the recommended action is not a violation of this policy.

2.2. Applicability. These policies and procedures pertain to all Green Seal Committees and Working Groups unless Green Seal’s bylaws, the Committee Charters or Working Group purpose statements, or these policies and procedures specify otherwise.

2.3. Exceptions. Exceptions for adherence to these policies and procedures may only be granted by Green Seal staff.

2.4. Standards Advisory Committee. The Standards Advisory Committee is the main advisory body for all Green Seal’s Standards and related technical criteria. Comprised of market and technical subject matter experts from a variety of stakeholder groups, the Standards Advisory Committee is a standing committee charged with advising the organization on strategic direction for growth and impact, program implementation, and global positioning across product categories and geographical regions.

2.5 Technical Advisory Committee. The Technical Advisory Committee is a standing volunteer committee comprised of technical subject matter experts from the main content areas addressed in Green Seal’s Standards and related technical criteria, including human health protection, waste management and waste reduction, water resources, and energy and climate related technologies and practices.

2.6. Working Groups. Working Groups are category-specific, ad hoc groups organized for the purpose of advising Green Seal on the development of criteria used to define health and environmental leadership and used as the basis for determining the award of certification or other designations. They shall, to the extent feasible, include representatives of all major interest categories likely to be affected by the scope of the criteria being developed.

SECTION 3.0 COMMITTEE AND WORKING GROUP FORMATION

3.1. Establishment. Green Seal is responsible for establishing and dissolving Committees and Working Groups. Prior to establishment, all Committees and Working Groups shall have a Charter that specifies:

Purpose and Role

Responsibilities

Timeline (for Committees and Working Groups with discrete charges)

Membership and Composition

Meetings and Activities

3.3. Solicitation. Committee and Working Group members shall be enlisted through a publicly announced Expression of Interest Period with applications submitted electronically to Green Seal within the period specified in the announcement. Additional periods of solicitation may be used to achieve a higher number of members or to achieve balance among stakeholder interest categories. Additional solicitation periods will be noted publicly on Green Seal's website. Members may also be added outside the specified period at the discretion of Green Seal staff.

SECTION 4.0 COMMITTEE AND WORKING GROUP MEMBERSHIP

The opportunity to participate in Green Seal Committees and Working Groups is a valuable benefit. Accordingly, service on Green Seal Committees and Working Groups is open to individuals demonstrating exceptional knowledge of, or contribution to, a topic area relevant to a Committee or Working Group.

4.1. Service on Multiple Committees or Working Groups. Individuals may serve on a maximum of two (2) Green Seal Committees or two (2) Working Groups at any one time. Any one organization may not have more than one (1) representative on any Committee and, except for federal government agencies, may have representatives on a maximum of three (3) Committees and four (4) Working Groups at any one time. Exceptions may be made by Green Seal staff on a case-by-case basis, including for consequential appointments where service on one Committee automatically requires service on other Committees or Working Groups.

4.2. Role of Staff on Committees or Working Groups. Green Seal staff shall manage and oversee the operations of all Committees and Working Groups.

4.3. Membership Qualification. Qualification for Committee and Working Group membership is based on the specific needs of each Committee or Working Group and the available candidates. Any qualifications for membership shall be posted publicly on Green Seal's website.

SECTION 5.0 COMMITTEE AND WORKING GROUP STRUCTURE

5.1. Size. Each Working Group should have between 7 and 15 members. An odd number of committee members is preferred. The size of each Committee or Working Group will be specified in its charter or purpose statement.

5.2. Working Group Composition. Committees and Working Group members shall be fully appointed by Green Seal staff. Committees and Working Groups shall consist of the following Interest Categories:

Producer

User

General Interest

5.3. Balance of Interest. Green Seal will strive to involve multiple viewpoints and different types of stakeholders in its Committees and Working Groups. Balance is considered achieved if no single

Interest Category comprises greater than half of the membership (i.e., dominates) a Committee or Working Group and at least one representative from each Interest Category is appointed. If balance cannot be achieved, Green Seal staff should document balance efforts and the Committee or Working Group can proceed while recruitment efforts continue.

5.4. Officers. Committee Chairs and Vice-Chairs shall be appointed by Green Seal staff when deemed applicable for the Committee. The Committee Chairs shall preside over meetings and ensure that due process is followed, order is maintained, all members have the opportunity to contribute, and discussions are carried out in an equitable, open, and respectful manner.

SECTION 6.0 COMMITTEE AND WORKING GROUP OPERATIONS

6.1. Member Terms. Committee member terms shall be one or two years, as specified in the charter. Members may serve up to four consecutive terms. After four consecutive terms, a member must take a two-year hiatus before being eligible to be considered for service on the same Committee.

Working Group member terms shall be for the duration of the Working Group, unless it is reconstituted annually, in which case the term shall be renewable up to four terms.

6.2. Officer Terms. Terms for Committee Chairs and Vice-Chairs shall be one or two years. Officer term length shall be set in the Committee charter. Individuals may serve a maximum of two terms as officers. No officer may serve longer than six years on a Committee, including time spent as an officer.

6.3. Quorum. A quorum shall be present in order for any Committee or Working Group business to be transacted. A simple majority of members shall constitute a quorum.

6.4 Attendance. Committee and Working Group members shall attend at least two-thirds of meetings, assessed annually. If members are not able to attend two-thirds of meetings physically or virtually but are still able to provide feedback and consistent engagement, Green Seal may consider their continued membership on a case-by-case basis.

6.5 Timely Feedback. Committee and Working Group members shall provide feedback on questions, documents, and standard criteria in the timelines identified by Green Seal staff.

6.6 Member Participation. Members are expected to actively participate during meetings.

6.7. Guest Participation. At the discretion of Green Seal, guests may be invited to join a Committee or Working Group meeting if their expertise is relevant to a particular discussion. Guests shall not participate in any vote and do not count toward the quorum.

6.8. Vacancies. Vacancies are filled by Green Seal through appointment. Vacant seats may be filled for the remainder of the term for a Committee, or the active time of a Working Group.

6.9. Member Discharge. Members may be discharged from any Committee or Working Group by Green Seal Staff with or without cause. Cause may be as a result of, but not limited to:

Violation of Green Seal policy

Missing more than one-third of meetings over the course of a year

Misconduct

6.10. Openness and Transparency.

6.10.1. Meeting Minutes. Written minutes shall be taken at all Committee and Working Group meetings where a quorum is present. Minutes shall record decisions and determinations reached during the discussion. Minutes shall follow the format established by staff. Meeting minutes may be made available to the public on the Green Seal website.

6.10.2. Public Engagement. Green Seal will publish notifications of public engagement calls to action, including Committee and Working Group vacancies, and the formation of new Committees and Working Groups.

6.10.3. Public Statements. All public statements from a Committee or Working Group shall be released through the Green Seal's Marketing & Communications Department.

No Committee or Working Group member may make public statements on behalf of the Committee or Working Group or Green Seal without express written approval from Green Seal.

6.11 Expenses. No member of a Committee or Working Group shall be paid a salary or professional fees for services related to the work of the Committee or Working Group. Committee and Working Group members may be reimbursed for specific expenses within the parameters of the budget set by Green Seal. No Committee or Working Group member or officer has the authority to establish, execute, or expand any contract on behalf of the Committee or Working Group.

6.12. Avoiding and Disclosing Conflicts of Interest. Committees and Working Group members recommendations shall be aware of potential, actual, or perceived conflicts of interest regarding the matter on which they are providing advisory recommendations. Committee and Working Group members shall disclose any and all such actual or perceived conflicts through [Green Seal's Conflict of Interest Form](#).

6.13. Confidentiality. Members of Working Groups or Committees shall not share information discussed as part of their involvement with the Working Group or Committee unless that information has been made publicly available.

6.14. Committee Merger or Disbandment. Committees or Working Groups may be merged or disbanded by Green Seal staff. This may occur if the purpose of the Committee would be better served in another Committee, upon completion of the work for which the Committee or Working Group was established, or as a result of inactivity. In the case of a merger, Committee membership will be constituted anew when the merger is approved.

6.15 Anti-Promotions Policy. Green Seal convenes many different types of organizations across the value chain because we view all as critical stakeholders. To maintain a professional environment where people feel open to share information and opinions, we ask all participating companies to refrain from discussion during meetings which could be construed by other members as direct selling, promotion, or marketing of products and services.