



Clean Energy & Resource Conservation Commission (CERCC)

Standard Operating Procedures

2016

Table of Contents

1. Constitutional Conformity
 2. Strategic Plan
 3. Operating Procedures
 4. American College and University President's Climate Commitment
 5. Student Committee Proposals & Rubric
 6. Encumbered or Matching Funds
 7. Green Revolving Fund
 8. Advocacy
 9. Membership
 10. Miscellaneous Rules
- Acknowledgments

1. Constitutional Conformity

1.1 The Standard Operating Procedures for the Clean Energy & Resources Conservation Commission (CERCC) shall not conflict with the Student Government Constitution nor the Student Government Statutes. It may, however, further define any section of statutes that deals with issues of energy and environmental stewardship.

1.2 Minutes shall be recorded by a Student Government Clerk, updated to PeteSync and distributed in accordance with applicable law.

2. Strategic Plan

2.1 Vision

Using the SecondNature Commitment (hereinafter ACUPCC) as an institutional directive, CERCC envisions a USFSP that boldly leads Florida in implementing technologies and practices that move us toward a smarter, cleaner economy.

2.2 Mission

CERCC's mission is to lead USFSP's cultural and institutional shift toward environmental, social, and economic stewardship through innovative sustainable initiatives and the establishment of a USFSP Department/Office of Sustainability.

2.3 Goals

2.3.1 To track, record and make public USFSP's consumption habits through the development and maintenance of a state-of-the-art *monitoring system*.

2.3.2 To develop and lead institutional strategies for reducing the campus' environmental footprint and raising environmental awareness through the development and maintenance of a *climate action plan*.

2.3.3 To establish a procedure for tracking and *reinvesting* operation-cost savings recognized by the university which originate from the investment of student fees.

2.3.4 To secure and apply the aforementioned savings to the *establishment of a Department/Office of Sustainability* by USFSP administration..

2.3.5 To collaborate with the Student Green Energy Fund and USFSP Administration in *funding sustainable initiatives* that further CERCC's mission and provide "learning-by-doing" opportunities for students.

2.3.6 To actively *advocate CERCC's priorities in important policy and budget discussions* especially regarding the Master and Strategic Plans.

3. Operating Procedures

3.1 Meetings of CERCC

3.1.1 The CERCC Chair shall determine the time, day, place, and frequency of the regular meeting.

3.1.2 The Chair may call a special meeting of CERCC, if necessary, provided that all Commissioners are given a minimum of twenty-four (24) hours notice of the special meeting.

3.1.3 CERCC shall have quorum in order for any official decision(s) to be rendered.

3.1.4 Meetings of the CERCC shall be governed by Robert's Rules of Order with the level of adherence to be determined by the Chair.

3.2 Quorum

3.2.1 This rule can only be changed by a 2/3 vote of CERCC.

3.2.2 Quorum will be defined as more than half of the current serving Commissioners.

3.3 Attendance

3.3.1 Commissioners are expected to attend all meetings of the CERCC.

3.3.2 All excused absences require at least 24 hours of notice given to the Chair

3.3.3 Excused absences may also be granted at the discretion of the chair.

3.4 Agenda

3.4.1 The Chair shall determine and distribute the agenda for each regular meeting no later than twenty-four (24) hours before any given meeting of CERCC.

3.4.2 Agendas for regular meetings may be amended at the beginning of each meeting.

3.5 Chair & Vice Chair Duties

3.5.1 The duties of the Chair shall include but not be limited to the following:

3.5.1.1 Represent CERCC before Student Government, the University and the Community.

3.5.1.2 Oversee all Commission business.

3.5.1.3 Prepare and submit a report on behalf of CERCC to the Senate at least once per academic year.

3.5.1.4 Delegate duties, projects, and liaison assignments to Commissioners as necessary.

3.5.1.5 Relay communication between CERCC, the Senate and the Executive Cabinet regarding all CERCC proposals which are awaiting Senate and Executive approval.

3.5.1.6 Recording which seats are designated for upperclassmen and underclassmen, exactly when seats are filled and vacated, who holds each seat, and the mechanism used to fill each seat. This information shall be stored and made publicly accessible on Petesync.

3.5.1.7 Informing the Supervisor of Elections at the conclusion of each Fall Semester which student seat (upperclassmen or underclassmen) shall be up for election in the upcoming general election.

3.5.2 The duties of the Vice-Chair shall include but not be limited to the following:

3.5.2.1 Chairmanship of CERCC meetings in the absence of the Chair.

3.5.2.2 Assisting the Chair in the completion of his/her duties.

3.6 Election of the Vice-Chair

3.6.1 The Chair shall call for nominations from the Commissioners.

3.6.2 After nominations are closed, each nominee will have a chance to speak on his/her behalf.

3.6.3 Commissioners may ask questions of the nominees; questions must be relevant to all nominees.

3.6.4 Commissioners may speak on behalf of a nominee.

3.6.5 The nominee with the most votes is elected.

3.7 Commissioner Duties

3.7.1 Commissioners shall perform the duties and assignments delegated to them by the Chair.

3.7.2 Commissioners shall provide a short report of their progress on assigned duties as requested by the Chair.

3.8 Timeline

3.8.1 CERCC must hold its first meeting no later than Labor Day.

3.8.2 CERCC shall hold one town-hall style meeting each semester to present CERCC activities and take student questions and comments. This meeting will be used for updating and sharing the progress of CERCC's vision, mission and goals

3.8.3 CERCC must report its progress each January as stipulated within the ~~ACUPCC~~ Second Nature. These reports shall also be recorded on Petesync.

4. Second Nature

4.1 In Compliance with our SecondNature Commitments, CERCC must update the University's climate action plan and greenhouse gas inventory according to our Second Nature commitments, with the aim of accelerating the carbon neutrality timeline

4.1.1 The Chair of CERCC shall coordinate with the USFSP Sustainability Planner to support all

Second Nature reporting requirements.

4.2 In pursuit of conducting accurate greenhouse gas inventories and implementing an ambitious climate action plan, CERCC shall lead the effort to establish an energy and resource consumption monitoring system that is intelligent, interactive, and designed for public use.

601.2 The Commission will work with the USFSP Office of Sustainability, the City of St. Petersburg and all supporting organizations to update University's agreement with Second Nature to sign and fulfill both the Resilience and Carbon portions of the Climate Commitment.

5. Student Committee on Proposals

5.1 The Student Committee on Proposals shall:

5.1.1 Hold the authority to allocate CERCC funds for proposals.

5.1.2 Consist of only CERCC's student membership.

5.1.3 Have the same chair and Vice-Chair as CERCC.

5.1.4 Elect a Vice-Chair for the Student Committee; should CERCC's Vice-Chair not be a student.

5.2 Voting Procedure

5.2.1 Projects must:

5.2.1.1 Receive a majority vote of the Commission's Student Committee on Proposals, with the Chair casting tie-breaking votes as needed.

5.2.1.2 Be assessed and scored based a simple rubric which shall aid in determining the merit and relevance of each given proposal.

5.3 Submitting Proposals to CERCC

5.3.1 Students, staff, and faculty may propose to CERCC any time before the deadline at a scheduled CERCC meeting.

5.3.1.1 Students, staff, and faculty must e-mail the Chair of CERCC with their proposal twenty-four (24) hours in advance in order to be put on the Student Committee on Proposals agenda.

5.3.2 CERCC proposals shall include powerpoint presentations, cost analysis, project location, analysis of the rubric, and the ways which the proposal conserves energy and resources.

5.3.3 The Chair shall maintain a form on petesync where the proposal process can be easily accessed.

5.4. Rubric

5.4.1 General Guidelines

6.1.2 CERCC must maintain an official rubric which shall be used to score each proposal prior to submission to the Senate.

6.1.3 The rubric shall include five categories, each of which shall be worth up to five (5) points, with twenty-five (25) points understood to be a perfect score.

6.1.4 The Student Committee on Proposals must agree upon a score for each category on each proposal, such that a final score can be declared.

6.1.5 The Student Committee on Proposals must also agree upon a written assessment of each criteria in order to justify a proposal's score.

6.1.6 Proposals will also include a cultural and social relevance assessment to show how the proposed project will improve campus.

6.1.7 Proposals must include where proposed capital and/or equipment are manufactured.

6.1.8 The Student Committee on Proposals will only recommend for purchase capital and/or equipment produced and manufactured within the United States and its territories, unless the proposed investment is unavailable within the United States; further preference shall be given to those produced and manufactured in the State of Florida.

5.4.2 Rubric Categories

6.2.1 Alignment with Strategic Plan and the American College and University Presidents' Climate Commitment

6.2.1.1 Criteria: How closely does each proposal adhere to CERCC's Strategic Plan? What is the scale and scope of the proposed energy and/or resource conservation? How many kilowatts, gallons, pounds, etc. will be conserved over the lifetime of this investment?

5.4.3 Return on Investment

6.2.2.1 Criteria: How long will the investment take to pay for itself? How much money will be saved over the lifetime of this investment? Where will the savings be applied?

6.2.3** Academic Applicability

6.2.3.1 How readily will faculty be able to incorporate this investment into their courses and/or research? Does the lead environmental policy professor support this proposal?

6.2.4 Innovation and Creativity

5.2.4.1 How does this investment propose to implement innovative conservation practices and/or technology?

6.2.5 Simplicity

5.2.5.1 How easily is this investment installed, operated and maintained? Does the director of operations and maintenance support this proposal?

6. Encumbered or Matching Funds

6.1 Encumbered student funds or matching funds will be released according to the following guidelines.

6.1.1 A project scope or summary document should outline objectives and purpose, so the committee may maintain a united vision. An original university RFP may serve this purpose if approved by the committee.

6.1.2 Meetings primarily dedicated to the project must include one CERCC student member, who is responsible for updating the entire committee before and at the next meeting. The chair, or their delegate, is responsible for ensuring that a student is present at these meetings

6.2.3 Each expenditure must have an accompanying summary that reflects the cost and its purpose, which should be the basis for voting.

6.2.4 Supermajority vote of $\frac{2}{3}$ members present is needed for all project funds to be allocated.

7. Green Revolving Fund

7.1 Student Government Statute 601.2.3 reads "Establish means and procedures, including an energy management system, by which savings accrued by the university from the investment of student fees (i.e. CERCC & SGEF) shall be tracked and reinvested through a green revolving fund"

7.2 Student Government Statute and 601.2.3.2 reads "CERCC shall review and approve all green revolving fund project proposals prior to submission to the Regional Chancellor for final authorization."

7.3 Green Revolving Fund Initiative Operating Procedures:

7.3.1 The purpose of the Green Revolving Fund Initiative is to accrue the savings generated by high efficiency projects that are originally funded from student dollars. The fund will be reinvested in projects that impact USFSP's carbon footprint and generate a high return on investment.

7.3.2 The savings of such projects will be identified by the EMS and staff to be allocated into the proper fund account.

7.3.3 The Green Revolving Fund Initiative consists of three accounts - E&G, Auxiliary, and Student/USC

- a. Savings from a student initiative will return to their proper account within the Green Revolving Fund according to the account for which the project is generating savings.

7.3.4 The Green Revolving Fund account must contain a base monetary amount of \$10,000 before the funds can be accessed for projects.

7.3.5 The revolving formula used to build the fund is as follows:

- b. Half of the net savings, after expenses, as a result of a student investment will be added to the fund. After a project is completely paid for, a 25% royalty for the duration of the project will return to the revolving fund. Distribution will be made on an annual basis.

7.3.6 Funding Cycles

- c. The Green Revolving Fund will operate according to one funding cycle per academic year.
- d. CERCC shall designate one full official meeting time in the spring semester for project proposals, subject to the minimum monetary requirement (see point 4). The deadline should be highly publicized across campus prior to the date.
 - i. The proposal deadline is subject to CERCC's discretion, but should be decided upon prior to the start of the spring semester.

7.3.7 The proposed project must meet each point on the minimum criteria checklist prior to presentation.

- e. Each criteria should be clearly explained in the project's presentation

7.3.8 Approval Process:

- f. CERCC shall review all project proposals on the designated day of the funding cycle.
- g. CERCC is responsible for identifying which of the three Green Revolving Fund accounts are providing the initial capital and how much of the savings should be returned to each fund once accrued.
- h. Voting will take place during the following official CERCC meeting.
- i. To be approved, a 75% supermajority (at least 9 members) of CERCC's members must vote in favor of the project.
- j. The Regional Chancellor has final approval authority for projects.

7.3.9 Checklist:

7.3.9.1 The project has a return on investment above 110% over the lifetime of the project. The annual savings should be clearly demonstrated in the project proposal.

7.3.9.2 The savings must be easily identified by data collection tools, such as the Energy Management System.

7.3.9.3 The payback period is no more than 10 years for projects exceeding \$25,000, and 5 years for projects below \$25,000. This should be justified in the presentation. Exceptions to this requirement can be made at the discretion of CERCC.

7.3.9.4 The project will help impact campus sustainability efforts, such as renewable energy and other efficiency measures

7.3.9.5 The project must be designed to begin within one year after approval. An extension can be provided in certain circumstances, subject to CERCC's discretion.

7.3.9.6 The project proposal must include a summary that can be used for marketing and communication purposes

7.3.9.7 The project must include necessary measures for upkeep and minimal chances of abandonment.

8. Advocacy

8.1 In order to integrate the climate action plan into USFSP policy, CERCC shall strive to have its interests known within important policy and budgeting discussions.

8.2 The Chair may appoint an “advocate” from within CERCC, who shall be responsible for coordinating CERCC’s interests throughout campus. Those interests include:

8.2.1 The Student Green Energy Fund referendums,

8.2.2 The University’s efforts to rank on the Princeton Review’s Green Colleges Guide and Sierra Club Cool Schools Magazine, by achieving a Platinum STARS score, with an emphasis on Sustainability Studies programs and aligning academics and sustainability initiatives.

8.2.3 Representing USFSP in local, state and national conferences, gatherings and discussions related to sustainability and resiliency;

8.2.4 Supporting the maintenance of student-sponsored sustainability initiatives impacting the university.

8.2.5 Supporting ongoing collaboration between USF St. Petersburg, the City of St. Petersburg, and Duke Energy Florida.

9. Membership

9.1 Student Government Statute–601.4.1 the commission has the right to “add additional members, maintain half student and half non-student membership, and expand to include University and community leaders.”

9.2 Expanded membership shall include:

9.2.1 Within this section CERCC may establish new permanent seats for university, community and government leadership.

9.2.1.1 One alumnus, appointed by the Student Government President

9.2.1.2 One student organization leader, appointed by the Student Government President

9.2.2 Seats may not be created for specific persons, but rather for specific roles and titles, such as “St. Petersburg City Council” or “St. Petersburg Chamber of Commerce”

9.2.3 Seats established for non-USFSP leadership shall be first approved by the Division of External Affairs.

9.3 Individual members of the CERCC may be removed:

9.3.1 With a super-majority vote of the Commission.

9.3.2 After three or more unexcused absences, at the discretion of the Chair.

9.4 Members choosing to resign from the Commission must give at least two weeks of notice to the Chair in email form.

9.5 Should a member resign or be removed from CERCC, the Commission may make a recommendation to the appointing authority for a qualified replacement.

10. Miscellaneous Rules

10.1 All proceedings not specified herein shall be conducted in accordance with the latest edition of Robert's Rules of Order notwithstanding Chair discretion.

10.2 Amendments to the Standard Operating Procedure may only be passed with a 2/3 affirmative vote of those present and voting.

10.3 During voting, absentee ballots will be allowed.

Acknowledgements

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By: Lauren Reilly

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By: Alana Todd