

NATIONAL
POLLUTION PREVENTION
ROUNDTABLE

Member Handbook

November 2009



NPPR Member Handbook

This handbook is designed as a reference for members of the National Pollution Prevention Roundtable (NPPR). The document outlines NPPR's structure, policies and procedures. It will be updated as deemed necessary. Contents include:

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OVERVIEW

The National Pollution Prevention Roundtable (NPPR) based in Washington, D.C. is the largest organization in the United States devoted solely to promoting pollution prevention (P2), or reducing pollution at the source. P2 is both a cost-effective and environmentally sound environmental protection strategy focusing on reducing pollution before it is created as opposed to traditional environmental management methods such as controls, disposal, and cleanup. NPPR provides a national forum for promoting the development, implementation and evaluation of efforts to avoid, eliminate or reduce pollution at the source. It does this by providing (1) members with access to information on legislative and regulatory developments; (2) information on technologies and technical assistance programs; (3) access to publications of state, local, and other related programs; and (4) sponsoring an annual national conference.

Membership

NPPR includes members from both the private and public sectors located throughout the United States and Canada, working on cleaner production efforts that promote sustainable development. Individuals in this widely dispersed and tightly knit movement are dedicated to creating and implementing profitable prevention-based solutions to environmental challenges. Resourceful and dedicated, their spheres of influence are broad in reach and scope. The size of the national and international pollution prevention community numbers in the tens of thousands.

The Roundtable's membership is composed of state and local government pollution prevention programs, non-profit organizations, trade associations, academic institutions, and private industry. NPPR member programs provide pollution prevention regulatory and technical assistance to thousands of industrial, commercial and agricultural facilities each year. These efforts help facilities reduce the cost of both production and environmental compliance. The result is improved efficiency and competitiveness.

NPPR members provide a wide range of environmental services including pollution prevention technical assistance, compliance assistance, and information networks. They organize training seminars, produce manuals and guidance documents, produce on-line training, assist businesses with developing Environmental Management Systems (EMSs), operate electronic clearinghouses and resource centers, manage reference libraries, and organize conferences and workshops. Our community has also been involved with extensive technology transfer initiatives, ensuring that information is disseminated to other assistance providers.

Information, Networking, and Technology Services

The Roundtable has a wealth of expertise accessible through its individual members, workgroup participants, and networking channels. Our membership has expertise in technology evaluation, research, and policy. The Roundtable is host to a Web site, www.p2.org, which generates traffic from both the P2 and environmental assistance communities. The site highlights the Roundtables activities such as P2 Week and MVP2 awards, and newsletters.

Events and Conferences

NPPR hosts an annual conference and several seminars each year. The organization's spring meeting, National Environmental Partnership Summit, is the largest gathering of pollution prevention experts in the country and internationally. Participation includes members of both the private and public sectors from the United States as well as other countries. Sessions at the conference are on cutting edge topics related to global and domestic cleaner production and pollution prevention issues. Session topics have included sustainable development, environmental management systems, global climate change, energy efficiency (E2), environmental accounting practices, pollution prevention, labor issues, smart growth, and technical and research areas among many others.

Roundtable members are encouraged to participate in the planning and coordination of the Summit. Members can volunteer to work on session track teams and submit abstracts and training workshops. By volunteering, Roundtable members have the ability to set the Summit's agenda and promote pollution prevention.

NPPR also coordinates National Pollution Prevention Week which involves an awards ceremony in Washington, D.C. for outstanding pollution prevention and energy efficiency projects on the state and local level as well as public awareness activities. National Pollution Prevention Week in the United States is traditionally celebrated the third week of September. It is a time when federal, state and local governments, businesses, environmental groups and citizens join forces for a common cause to share information about pollution prevention.

Policy Papers

The Roundtable has issued a number of position papers addressing various topics including:

- Changes to TRI
- Small business and environmental assistance appropriations
- Federal Pollution Prevention Act of 1990
- EPA and the States Performance Partnership Grant System
- ISO 14000 and Environmental Management Systems (EMS)
- 1995 Clean Water Act Amendments
- Small Business Regulatory Relief Act

The Roundtable has also provided comments and recommendations to:

- General Accounting Office (GAO) regarding their January 1994 report titled, "Pollution Prevention: EPA Should Reexamine the Objectives and Sustainability of State Programs."
- Johannesburg Summit on Sustainable Development.
- P2 and homeland security
- EPA P2 Strategy

These documents are available from the NPPR Office.

The Roundtable has a crucial role to play in serving as a voice for professionals who are encouraging P2 through technical advice, policy workgroups, collecting information or other methods. Roundtable members are encouraged to provide comments on policy, upcoming legislation, strategic planning, and promoting P2.

Workgroups

Roundtable members are encouraged to participate in workgroups, which focus on special issues related to P2 and E2. Activity levels vary from monthly or quarterly calls, to once a year meetings at the Summit. Workgroups are developed and suspended as needed, which is determined by the current priorities of the Roundtable. For more information on the workgroups, including whether the workgroup is currently active or inactive, refer to Appendix B. The following are the current Roundtable workgroups:

- 1) Policy and Integration (including green chemistry)
- 2) Sustainability
- 3) Tribal P2
- 4) P2 Results Task Force
- 5) Research, Technology, and Energy
- 6) Local Government
- 7) Small Business
- 8) Lean and P2
- 9) P2 Intern
- 10) Climate Change

Each workgroup includes a chair or co-chairs who are members of the Roundtable and a liaison who is a member of the Board of Directors. Their leadership and the workgroup participants are key components in determining Roundtable activities and priorities.

Committees

In addition to the workgroups listed above, which are more external, involving membership on topics that help the P2 field and assistance programs as a whole, there are committees that are largely internal to the organization--a way to make improvements to NPPR as an organization, such as addressing member needs, strategic planning, generating revenue, and marketing ourselves.

Currently, there are two active committees:

Membership – The membership committee assists with member recruitment and initiatives as well as retaining membership. Campaigns to recruit new members have included targeted outreach to businesses, local government, P2 regional roundtables, student intern programs, universities, NPPR workgroups, and past Summit attendees. In addition, NPPR staff set up a display at the Summit and staffed it with Board members. Efforts to retain new members have included sharing information and promoting NPPR results and activities such as member profiles in P2RESS and P2OST and articles on workgroups, funded projects, and international activities.

Training Task Force – The training task force is working to develop a one-day training for new P2 practitioners and recent college graduates.

International P2 Activities

The Roundtable continues to be very active in international P2 activities. NPPR has participated in roundtables in Canada, Mexico, Brazil, Europe and Asia.

The Roundtable provided technical assistance in Busan, South Korea in 2008-2009. This project, under a contract with Ecoeye Ltd., focused on P2 opportunities in small and medium size enterprises (SMEs) in the city.

NPPR received two grants from the EPA Office of International Affairs (EPA-OIA) during 2008 to provide technical assistance and training to the textile industry in Morocco and to help establish a P2 roundtable in the Middle East and Northern Africa.

In the past, the Roundtable has actively worked with the Mexican and Canadian Pollution Prevention Roundtables fostering partnerships amongst the countries to promote cleaner production efforts. The three roundtables met and signed a partnership agreement to help further P2 efforts throughout the continent. The three groups created a joint policy document. This North American Pollution Prevention Partnership (NAP3) gets critical support from the North American Commission on Environmental Cooperation (NACEC). A detailed work plan was developed with regard to the next steps that the NAP3 has taken regarding the Clean Electronics Pollution Prevention Partnership.

NPPR participated in presentations of EPA's International Course "Principles of Pollution Prevention and Cleaner Production" that were conducted in Dubai, UAE and Muscat, Oman in December 2005. NPPR is available to conduct this workshop for its members at cost, including customized presentations.

Financially Sound Organization

To ensure continuing financial viability of the Roundtable, the Board of Directors is tasked to oversee all aspects of cash flow and budgeting. The Roundtable financial support comes from membership fees, competitive grants, and training services provided.

Members can support the Roundtable financially by contracting with the Roundtable to provide training and webinar services.

Roundtable Member Involvement

Roundtable members are encouraged to be active participants and to get involved. There are many opportunities for members to participate in Roundtable activities, including:

- Joining a workgroup
- Submitting articles for the P2Press and P2Post.
- Submitting abstracts for the National Environmental Partnership Summit
- Volunteering to review abstracts for the Summit to develop session tracks
- Assisting with tasks outlined in the Board's current strategic plan
- Running for a Board of Director's position
- Assisting with the review of MVP2 award applications
- Serving on one of the Committees

If you have any questions on how to volunteer for any of these activities, contact your regional representative on the Board of Directors (see Appendix A).

BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

Roundtable members are encouraged to be active participants and be willing to serve on the Board of Directors. The 15-member Board consists of one representative from each of the 10 EPA regions, 4 at-large positions, and a past chair.

Role of the Board of Directors:

- Set policy and direction for NPPR
- Develop and periodically update the mission, goals and objectives of NPPR
- Ensure that the mission, goals and objectives of NPPR are carried out
- Protect the financial well-being of NPPR
- Serve three year term October 1 – September 30

Responsibilities of a Board Member:

Legal:

- Develop and periodically examine the by-laws and policies of NPPR
- Preserve the institutional independence and integrity of NPPR
- Determine criteria for membership

Financial:

- Assist in fundraising by identifying and pursuing potential projects and/or funding sources
- Ensure financial solvency of NPPR
- Ensure fundraising and administrative costs are reasonable
- Develop sound budgets and financial plans
- Ensure the organization adheres to the budget
- Monitor and periodically evaluate overall financial strength

Administrative:

- Support and periodically review the programs and projects of NPPR
- Serve as a technical resource to NPPR staff as needed
- Monitor and evaluate overall financial strength
- Review member handbook every year

Organizational:

- Participate regularly in meetings and conference calls
- Be prepared to discuss all meeting and conference call agenda topics
- Serve as Board liaison to at least one workgroup
- Serve on Board standing committees
- Maintain high visibility and presence at national conferences
- Board members affiliated with a region provide liaison between Regional Roundtables and NPPR
- Be willing to serve as an officer
- Ability to set direction for current and future NPPR activities
- Represent views/concerns of NPPR members
- Opportunity to contribute to position papers on policy issues
- Conduct activities as stated in the NPPR Strategic Implementation Plan
- Recruit new members to NPPR

EXECUTIVE COMMITTEE ROLES

Chair:

- Prepare agendas and send out prior to Board calls and meetings
- Preside at all Board meetings
- Work with Executive Director on week-to-week NPPR needs, including policy and financial issues
- Keep committee activities moving forward
- Hold Executive Committee meetings, as needed
- Appoint needed committees and members
- Provide regular reports from Board to Roundtable membership
- Work with Executive Director on grant funding activities

Vice-Chair:

- Update Strategic Plan annually following fall board meeting
- Ensure implementation of Strategic Plan by following through with activity leaders
- Fulfill Chair duties in the absence of the Chair
- Keep workgroup activities moving forward (working with NPPR staff)
- Serve on Summit Conference Planning Committee
- Form nominating committee for new Board members
- Chair of membership committee

Secretary:

- Prepare minutes after each Board meeting and send out to Board
- Maintain Board handbook and update annually
- Keep organization's records (minutes, agendas, etc.)

Treasurer:

- Obtain income/spending numbers from Executive Director and update budget monthly
- Prepare budget report on monthly Board calls and meetings
- Prepare one/two-year budget in the fall of each year in conjunction with Executive Director

**NATIONAL POLLUTION PREVENTION ROUNDTABLE
BY-LAWS**

Adopted by the Board - 2/14/2008

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Bylaw 1. Organization

- 1.1 **Name.** The name of this organization is the National Pollution Prevention Roundtable (NPPR). Hereinafter it shall be named the Roundtable
Amended: October 2, 2007
Approved: February 14, 2008
- 1.2 **Purpose.** The purpose of the Roundtable is to promote the development, implementation, and measurement of efforts to avoid, eliminate or reduce waste generated or pollutants emitted to the air, land, and water; and to accelerate the shift toward sustainable consumption and production so that the needs of society are met without jeopardizing the ability of future generations to meet their needs.
- 1.3 **Location.** The principal office of the Roundtable at which the general business of the organization will be transacted and where the records of the organization will be kept is the office of the Executive Director, 11 DuPont Circle NW, Suite 201, Washington, D.C. 20036.
Approved: November 10, 1994
Amended: November, 1999
Amended: February 14, 2002
Amended: November 17, 2005

Bylaw 2. Membership

- 2.1 **Voting Member.** Membership is open to individuals and organizations. All members in good standing shall be allowed to vote and participate in Roundtable activities.
- 2.2 **Student Member.** Students enrolled at academic institutions may join the Roundtable. Student membership entitles individuals to receive reduced registration fees for conferences, to participate in Roundtable committees and workgroups, and to receive all Roundtable newsletters and mailings.
- 2.3 **Dues.** All members are required to pay annual dues. The dues rates are to be determined by a majority vote of the Board of Directors. Dues must be up-to-date in order to participate in elections, or serve in leadership roles such as Board or Workgroup Chair positions.
- 2.4 **Denial of Membership.** The Board of Directors may determine the type of membership an organization is eligible for and may deny an organization's application for membership.
Approved: April 1995
Amended: February 14, 2002
Amended: April 2, 2002
Amended: March 10, 2005 and November 17, 2005

Bylaw 3. Board of Directors

- 3.1 **Number and Qualifications.** The Board of Directors of the Roundtable shall be composed of ten (10) regional members, four (4) at-large members, and a past chair (as selected by the Board) for a total of fifteen (15) members. All regional Board members shall be representative of a local, state or tribal governmental organization.

Each regional Board member shall represent one of the groups of states that comprise a Region as determined by the United States Environmental Protection Agency. The at-large board positions are open to all voting members in good standing.

- 3.2 **Governing Powers.** The Board of Directors of the Roundtable shall have all the powers and duties necessary or appropriate for the overall direction of the Roundtable. They may engage in such acts and do such things as are not prohibited by a law or these by-laws.
- 3.3 **Election and Terms of Office.** Terms of service for directors will commence October 1 following the certification of their election and will expire September 30 of their third year of service. Board members shall not be elected to more than two consecutive terms.
- 3.4 **Nominations and Elections.** Each year the Outgoing Directors shall constitute the Nominating Committee. The Board Chair and/or Vice Chair may be added as necessary to form at least a 3-member committee. The Executive Director shall notify eligible members, and shall work with the Nominating Committee to form the ballot. The election process will be initiated no later than April 1 of each year. All nominations shall be sent to the Executive Director by July 1. The Board will approve the ballot prior to distribution. The distribution, collection and tabulation of the ballots will be complete by September 1.

During an election, all board members shall be elected by at least one-third of the entire vote count plus one. In the event that no candidate receives at least one-third of the entire vote count plus one, the top two vote-getters shall participate in a run-off election. In the event of a tie, the Board of Directors will be immediately notified by the Roundtable staff of a tie and will have one week to vote between the tied candidates via fax or electronic mail to the Roundtable Chair. At least two-thirds of the Board must vote to constitute a valid decision. The Roundtable Chair or designee will be responsible for tallying the votes and declaring the winner. The Roundtable Chair will immediately notify the Executive Director of said winner.

- 3.5 **Vacancies.** Within 30 days of a vacancy of any board position for any reason, the Executive Director shall notify the Board and initiate the replacement process. For regional board positions, the Executive Director shall ask the region to put forth one to three names for consideration. This will take place through phone and/or email communication with key active members in the region. For at-large board positions, the Executive Director shall ask the Board Chairperson to put forth one to three names for consideration. Board members may suggest names to the Chair for consideration. Preference shall be given to former board members, workgroup chairs, or members with a history of meaningful contribution to the organization and an extensive knowledge of pollution prevention issues. The Executive Committee of the Board shall appoint a replacement, with the goal of filling the vacancy within 60 days. The interim board member shall serve through the end of the resigning member's term.

- 3.6 **Removal of Directors.** At any regular or duly called special meeting any one or more of the Directors may be removed with or without cause by a vote of the majority of the entire Board. Any Director with three (3) unexcused consecutive absences will be removed from the Board. Any Director whose removal has been proposed shall be given the opportunity to be heard at this meeting.
- 3.7 **Compensation.** No compensation shall be paid to Directors for their service to the Roundtable. Directors may be reimbursed for actual expenses incurred by them in the performance of special duties.
- 3.8 **Regular Meetings.** There will be at least two (2) regular meetings of the Board of Directors each year, which may be conducted by phone or in-person.
- 3.9 **Special Meetings.** Special meetings of the Board of Directors may be called by the Chair of the Board upon at least five (5) working days notice to each Director. This notice shall be given personally or by mail, telephone, fax or email. The notice shall state the place, time and the purpose of the meeting. The Executive Director in like manner and in like notice shall call a special meeting upon the written request of at least three (3) Directors.
- 3.10 **Quorum.** At all meetings of the Board of Directors, forty percent (40%) of the Directors of record shall constitute a quorum for the transaction of all authorized business. Where the computation results in a fractional number, it shall be rounded upward to the next whole number. The acts of the majority of the Directors present at a meeting at which a quorum exists shall be the acts of the Board of directors, except where a larger number is required by law or by these by-laws.
- 3.11 **Proxies.** No voting by proxy shall be permitted in the meetings of the Board of Directors of the Roundtable. Robert's Rules of Order will be the authority for all questions and procedures at any meetings of the Roundtable.
Approved: November 10, 1994
Amended: April 1995, July 1997, June 1999, October 1999 and November 1999
Amended: February 14, 2002
Amended: April 2, 2002
Amended: March 10, 2005 and November 17, 2005

Bylaw 4. Executive Director and Officers

- 4.1 **Designation.** Principal Officers of the Roundtable shall be a Chair, Vice Chair, Secretary, and Treasurer. At the discretion of the Board of Directors, other Officers, may be elected with duties that the Board shall prescribe.
- 4.2 **Election of Officers.** The Officers shall be elected annually by the Board of Directors by October 31 of each fiscal year and, unless removed sooner by the Board, the Officers shall serve for a term of one year ending September 30 of the following year, or until their successors are elected. A vacancy in any office may be filled by a majority vote of the Board of Directors for the unexpired portion of the term. The Board of Directors shall also have the authority to appoint such temporary or acting

Officers as may be necessary during the temporary absence or disability of the regular officers.

- 4.3 **Removal.** Any Officer may be removed with or without cause by the Board of Directors by affirmative vote of a majority of all the Board members. The matter of removal may be acted upon at any meeting of the Board, provided that notice of intention to consider said removal has been given to each Board member and Officer at least thirty (30) days previously.
- 4.4 **Executive Director.** Subject to the direction and control of the Board, the Executive Director: Shall see that the resolutions and directives of the Board are carried into effect, and, in general, shall discharge all duties incident to the office of Executive Director and as prescribed by the Board; shall have general direction over the operations of the corporation; shall submit to the Board or its committees such reports as the Board may require: shall assist in the preparation of an annual budget for presentation to and adoption by the Board: shall assist in the preparation of a personnel policy; provide staff support to the Board; shall be responsible directly to the Board of Directors; and shall attend all meetings of the Board and its committees. The Executive Director may hire and discharge such employed staff as may be necessary to support the organization. The employed staff shall report directly to and be accountable to the Executive Director or his or her designates. The Executive Director may execute for the corporation all contracts, deeds, conveyances, mortgages, bonds, and other instruments in writing that may be required or authorized by the Board of Directors.
- 4.5 **Chair.** The duties of the Chair of the Roundtable shall consist of the following: preside at all Board meetings, develop (or cause to be developed) agendas for those meetings, appoint members to standing committees, establish and appoint members to other committees, see that the resolutions and directives of the Board are communicated to and understood by the Executive Director, provide guidance to the Executive Director on operating matters in cases when the consensus of the Board is unavailable, provide regular reports from the Board to the Roundtable membership.
- 4.6 **Vice Chair.** The duties of the Vice Chair of the Roundtable shall consist of the following: in the absence of or at the direction of the Chair, fulfill any or all of the responsibilities of the Chair.
- 4.7 **Secretary.** The duties of the Secretary of the Roundtable shall consist of the following: keep the organization's records; keep (or cause to be kept) the minutes of all meetings of the Board of Directors; give (or cause to be given) all notices of the meetings of the Board of directors and other notices required by law or by these by-laws; keep all books, correspondence, committee minutes and papers relating to the business of the Roundtable.
- 4.8 **Treasurer.** The duties of the Treasurer of the Roundtable shall consist of the following: prepare the proposed annual budget; keep (or cause to be kept) records belonging to the Roundtable; present to the Board of Directors at their annual meetings a report of the finances of the Roundtable and from time to time make such

other reports to the Board of directors as it may require; chair the meetings of the Finance Committee. The Treasurer may be authorized to administer a Petty Cash Fund, the size of which will be designated by the Board of Directors.

- 4.9 **Additional Duties.** Any officer of the Roundtable, in addition to powers conferred on him or her by the bylaws, will have such additional powers and perform such additional duties as may be prescribed from time to time by the Board of Directors.

Approved: November 10, 1994

Amended: February 14, 2002

Amended: April 2, 2002

Bylaw 5. Committees

- 5.1 **Standing Committees.** The Board of Directors may, by resolution passed by a majority of the Board as a whole, designate or dissolve one or more standing committees. The Chairs of the standing committees shall be members of the Board of Directors. The Chair for each standing committee shall be appointed by the Chair of the Roundtable. Membership on each standing committee shall be proposed by the Chair of the standing committee and approved by the Board of Directors.
- 5.2 **Types of Committees.** In general, the types of standing committees may include, but not be restricted to an Executive Committee, Conference Planning Committee, Federal Legislation Committee, Regulatory Affairs Committee, Partnership and Membership Development Committee, and Finance Committee.
- 5.3 **Subcommittees.** The Board of Directors may designate one or more subcommittees to the standing committees. The Chairs of the subcommittees shall be either a member of the Board of Directors or a member of the Roundtable. The Chair for each subcommittee shall be appointed by the Chair of the Roundtable. Membership on each subcommittee shall be proposed by the Chair of the subcommittee and approved by the standing committee and the Board of Directors.
- 5.4 **Work Groups.** The Board of Directors may designate one or more work groups. The Chair of the work group shall be a member of the Roundtable. The Chair for each work group shall be elected by the workgroup. Membership on the work groups is open to members of the Roundtable. The work groups may seek input from non-members of the Roundtable as needed. The Board shall appoint a Board liaison to each workgroup. The Board has the power to call for an election for Chair of the workgroup. The Chair of a work group cannot have an active contract with the Roundtable.
- 5.5 **Ad Hoc Committees.** Ad Hoc committees may be established by the Chair of the Roundtable or by a motion passed in an appropriately constituted meeting of the Board of Directors.
- 5.6 **Meetings.** Meetings of the individual standing committees, subcommittees, work groups and ad hoc committees may be held at such time and place as may be determined by the Chair of the standing committee, subcommittee, work group or ad

hoc committee or by the Board of Directors. Whenever possible, notice of meetings shall be given to the members of the standing committee, subcommittee, work group or ad hoc committee at least five (5) working days in advance of the meeting.

Approved: November 10, 1994

Amended: November 1999

Amended: February 14, 2002

Amended: March 10, 2005

Bylaw 6. Fiscal Management

- 6.1 **Fiscal Year.** The fiscal year of the Roundtable shall begin on the first day of October in each year and end on the last day of September of the following year.
- 6.2 **Books and Accounts.** The books and accounts of the Roundtable shall be kept under the direction of the Treasurer of the Roundtable.
- 6.3 **Execution of the Roundtable's Documents.** The Board of Directors may authorize any Officer or Officer's agent or agents to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Roundtable. Such authority may be general or confined to specific instances. These authorizations are in addition to those authorized by these by-laws.
- 6.4 **Loans.** No loans shall be contracted on behalf of the Roundtable nor evidences of indebtedness shall be issued in its name unless authorized by resolution of the Board of Directors. Such authority shall be general or confined to specific instances.
- 6.5 **Deposits.** All funds of the Roundtable not otherwise employed shall be deposited from time to time to the credit of the Roundtable in such bank or banks or other depositories as the Board of Directors may elect.
- 6.6 **Conflict of Interest.** Any possible conflict of interest on the part of a director shall be disclosed to the Board. When any such interest becomes a matter of Board action, such director shall be disclosed to the Board. When any such interest becomes a matter of Board action, such director shall not vote or use personal influence on the matter, and shall not be counted in the quorum or meeting at which Board action is taken on the matter. The Director may answer pertinent questions of Board Members but shall leave the room for the remainder of the meeting and the vote. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.
- 6.7 **Checks, Drafts, Etc.** All checks, drafts and other orders for payment of funds will be signed by the Executive Director and such Officers as the Board of Directors shall designate in its approved financial policies. Checks, Drafts and other orders for payment of funds in excess of five thousand dollars shall be co-signed by a Director designated by the Board of Directors.
- 6.8 **Indemnity.** There shall be no personal liability of any of the members of this corporation for any corporation obligation. The Roundtable shall indemnify and hold

harmless any Director, Officer, or employee from any suit, damage, claim, judgment or liability arising out of, or asserted to arise out of conduct of such person in his or her capacity as Director, Officer, or employee except in cases involving willful misconduct. The Roundtable shall have the power to purchase or procure insurance for such purposes.

- 6.9 **Examinations by Directors.** Every Director of the Roundtable shall have a right to examine in person or by agent or attorney, at any reasonable time or times, and at the place or places where usually kept, all books and records of the Roundtable and make extracts or copies there from.

Approved: November 10, 1994

Amended: November 1999

Amended: February 14, 2002

Bylaw 7. Miscellaneous

- 7.1 **Names and Authorizations.** The Roundtable will keep correct and complete records of names of the individuals on the Board of Directors and its committees. The names and addresses of all individuals entitled to vote in different meetings will be a part of the record kept at the principal office of the Roundtable.

- 7.2 **Amendments.** Except as otherwise required by law, these by-laws may be amended at any regular meeting of the Board of Directors or at special meetings called for that purpose, including email meetings, provided that written notice of the proposed amendments shall have been given at least fifteen (15) calendar days prior to such meeting. Such amendment shall require an affirmative vote of two-thirds of the Board at a duly constituted meeting.

- 7.3 **Corporate Seal.** The Roundtable shall not have a Corporate Seal.

- 7.4 **Dissolution.** In the event that this organization should for any reason discontinue its operation and become dissolved, the Board of Directors shall, after payment or the provisions of payment for all of the liabilities of the Roundtable, expend the assets exclusively for the general purposes of the Roundtable or to organizations that are qualified as tax-exempt organizations under Section 501 (c)(3) of the Internal Revenue Code.

Approved: November 10, 1994

Amended: November 1999

Amended: February 14, 2002

**NATIONAL POLLUTION PREVENTION ROUNDTABLE
NPPR MEMBERSHIP POLICY**

SECTION 1 – GENERAL STATEMENT

Any person or organization interested in advancing the purposes of the Roundtable may become a member. There shall be several categories of membership: individual, organization and other special categories as the Board of Directors may establish.

Persons and organizations eligible for membership include state, county, municipal, regional multi-governmental organizations, native American tribal governments, academic institutions, private industry (profit and non-profit), and non-governmental organizations or associations. An organization membership is defined as a governmental entity, academic institution, non-governmental organization or association as a whole. No organization may have more than three voting members. Each member is entitled to cast a ballot in any Roundtable election and is eligible to receive all benefits of membership including publications, reduced registration fees, participation in Roundtable committees and workgroups, and to receive all Roundtable newsletters and mailings.

SECTION 2 – DUES

2.1 CURRENT ANNUAL DUES STRUCTURE

A.	<u>Voting Members</u>	
	Individual	\$150
	Organizational Membership*	\$400

*Only applies to governmental and non-profits. Eligible organizations can have 3 voting members. Additional members will need to pay the reduced individual rate, but will not have voting privileges.

Membership Campaigns

During membership campaigns, a reduced fee, determined by the NPPR Board, may be offered. The reduced fees only apply to new members during active membership drives.

Executive Director Options* 25% off

*Only offered to a participant at an executive director’s presentation within month of presentation.

B.	<u>Non-voting Members</u>	
	Tribal Members	\$30
	Students	\$30
	P2 Internship students	FREE for first year
	Each Individual added to organization	\$100

2.2 REVIEW OF DUES STRUCTURE

The NPPR Board of Directors shall review the dues structure at least every other year and develop a revised structure if deemed necessary. Revision of the dues structure will require a majority vote of the Board.

2.3 PAYMENT

Payment by check or credit card (Visa and Mastercard) to NPPR is accepted. Invoices for membership renewal are sent one month prior to membership expiration. A reminder notice is sent upon expiration of the membership. A third and final notice is sent a month after expiration of the membership. If the membership is still not renewed after the third reminder, the membership is deactivated.

SECTION 3 – ADMINISTRATIVE PROCEDURES REGARDING MEMBERSHIP

3.1 MEMBERSHIP ROSTER

The NPPR program office shall maintain a current roster of members, to include at a minimum, type of membership, contact person(s) and date when next dues payment is required.

SECTION 4 – BENEFITS

4.1 MEMBERSHIP BENEFITS

NPPR membership benefits include the following:

- Collaboration with fellow experts and technical assistance providers in the largest membership organization in the United States devoted solely to pollution prevention;
- Participation in conferences and workgroups - expanding member's knowledge and networking resources to better serve clients and the environment;
- Exclusive access to the members-only bi-monthly newsletter, P2 Post containing NPPR news and highlights, member spotlights, national and world P2 news, special interest sectors, and other highlights from around the P2 community, *PLUS first preference for article inclusions in the P2 Post*;
- Advanced notice to NPPR and other events, ensuring the first opportunity to submit papers and speaking sessions and securing early-bird rates;
- Leadership and voting eligibility on NPPR Board and by-law changes;
- Exclusive access to the members-only webinars on P2 opportunities and strategies;
- Membership Discounts:
 - Over 90% off the full subscription rate for the *Journal of Cleaner Production*;
 - Discounted P2 week posters and other promotional items;
 - Reduced costs (whenever possible) on event registrations; and
Member rates on additional publications.

**National Pollution Prevention Roundtable
Board of Directors**

<p>Region 1: Vacant</p>	<p>Region 2: Allan Geisendorfer New York State Department of Environmental Conservation 625 Broadway, 4th Floor Albany, NY 12233 angeisen@gw.dec.state.ny.us 518-402-8276 Term expires: September 30, 2012</p>
<p>Region 3: Greg Adolfson West Virginia Department of Environmental Protection Public Information Office 601 57th Street, SE Charleston, WV 25304 gadolfson@wvdep.org 304-926-0440 304-926-0484 (fax) Term expires: September 30, 2012</p>	<p>Region 4: Gary Hunt (Vice Chair) North Carolina Department of Environment and Natural Resources, Division of Pollution Prevention and Environmental Assistance 1639 Mail Service Center Raleigh, NC 27699-1639 gary.hunt@ncmail.net 919-715-6508 919-715-6794 (fax) Term expires: September 30, 2011</p>
<p>Region 5: Robert Jackson Green Practices Section Bureau of Energy Systems DeLEG PO Box 30004 Lansing, MI 48909 jacksonr1@michigan.gov 517-373-2731 517-335-6734 (fax) Term expires: September 30, 2012</p>	<p>Region 6: David James Texas Commission on Environmental Quality, Pollution Prevention and Education PO Box 13087 (MC-112) Austin, TX 78711-3087 djames@tceq.state.tx.us 512-239-3184 512-239-3165 (fax) Term expires: September 30, 2010</p>
<p>Region 7: Cathy Colglazier (Secretary) Kansas Department of Health and Environment Bureau of Environmental Field Services 1000 SW Jackson, Suite 430 Topeka, KS 66612-1367 (785) 296-0669 (800) 357-6087 ccolglaz@kdhe.state.ks.us Term expires: September 30, 2011</p>	<p>Region 8: Stephen Roseberry Wyoming Department of Environmental Quality Herschler Building, 4-W 122 W. 25th Street Cheyenne, WY 82002 307-777-7347 307-777-3610 (fax) sroseb@state.wy.us Term expires: September 30, 2010</p>

<p>Region 9: Michael Simpson City of Los Angeles Industrial Waste Management Division 2714 Media Center Drive Los Angeles, CA 90065 323-342-6047 323-342-6111 (fax) michael.simpson@lacity.org Term expires: September 30, 2010</p>	<p>Region 10: Ken Zarker (Co-Chair) Washington State Department of Ecology P.O. Box 47600 Olympia, WA 98504 360-407-6724 360-407-6715 (fax) kzar461@ecy.wa.gov Term expires: September 30, 2010</p>
<p>At-Large Paula Del Giudice PPRC 1402 Third Avenue, Suite 1420 Seattle, WA 98101 206-352-2050 pdelgiudice@pprc.org Term expires: September 30, 2012</p>	<p>At-Large Andy Bray (Co-Chair) NEWMOA 129 Portland Street, Suite 602 Boston, MA 02114 617-367-8558 617-367-0449 (fax) abray@newmoa.org Term expires: September 30, 2010</p>
<p>At-Large Rick Bossingham (Treasurer) Indiana Department of Environmental Management Indiana Government Center North 100 N. Senate Ave. Mail Code 64-00 Indianapolis, IN 46204-2251 (317)232-8172 (Office) rbossing@idem.IN.gov Term expires: September 30, 2011</p>	<p>At-Large Thomas Vinson-Peng University of Texas - Arlington Zero Waste Network 9111 Jollyville Road, Suite 111 Austin, TX 78759 512-904-2287 512-904-2288 (fax) tvinson@uta.edu Term expires: September 30, 2011</p>
<p>Emeritus Cindy McComas MnTAP University of Minnesota 200 Oak Street SE, Suite 350 Minneapolis, MN 55455-2008 612-624-4678 612-624-3370 (fax) mcom003@umn.edu Term expires: September 30, 2009</p>	

OVERVIEW OF NPPR WORKGROUPS

Roundtable members have the opportunity to participate in workgroups focusing on current and emerging pollution prevention and sustainability topics. The groups bring together NPPR members and other interested stakeholders to exchange information on national issues, to assist members in performing their jobs, and to provide outreach and training on the role of P2.

The groups determine the form of communication that may include list servers, e-mail distribution, conference calls, and web conferencing. Sharing information about the group's efforts may be provided through the P2Press (biweekly distribution to NPPR members only), the P2Post (bimonthly distribution to NPPR and non-members), and the NPPR website www.p2.org. Face to face meetings and training may be held at the annual National Environmental Partnership Summit www.environmentalsummit.org.

WORKGROUP FUNCTIONS AND EXPECTATIONS:

Function of Workgroups:

- Serve as formal working bodies of NPPR which support the NPPR mission.
- Initiate and carry out projects and, with available resources, provide support for relevant Board-initiated projects.
- Identify communication vehicles to promote information exchange and implement projects.
- Identify an outreach strategy for non-group members.
- Meet annually at the National Environmental Partnership Summit.
- Develop and/or assist others in developing sessions for the Summit.
- Participate in conferences related to their group. The participation will depend on the needs of the conference and available funding.
- Depending on the scope of the group and the emerging issues, participate in the development of NPPR position papers, comments on other organization's papers, or implement tasks assigned and products delivered under funding vehicles.

Function of NPPR Staff in Relation to Workgroups:

Contingent upon funding and the needs of the group, NPPR staff may provide assistance in the following:

- providing outreach to non-group members,
- disseminating tools and products, or
- providing certain administrative support.

Expectations of Workgroup Members:

- Regularly participate in group meetings.

- Support group chairs to promote internal (group members) and external (interested stakeholders) information exchange.
- Assist in developing and implementing agreed upon or funded projects.
- Help seek and initiate fundable projects in coordination with NPPR Executive Director.
- Help attract new members.

Expectations of Workgroup Chairs and Co-chairs:

- Be a member of NPPR in good standing.
- Determine criteria for active membership.
- Organize group meetings or alternative forms of regularly scheduled communication.
- Lead or provide oversight in developing and implementing agreed upon or funded projects.
- Help seek and initiate fundable projects in coordination with NPPR Executive Director.
- Help attract new workgroup members.
- Develop an annual activity plan and timeline.
- Encourage workgroup members to join NPPR.

Expectations of Board Liaison:

- Regularly participate in workgroup.
- Provide updates to Board on workgroup activities.
- Provide updates to workgroup on Board activities.
- Help seek and initiate fundable projects and facilitate coordination with NPPR Executive Director.
- Help seek co-chairs when needed.
- Help attract members for the groups.

WORKGROUP DESCRIPTION AND STATUS:

1) Policy and Integration Workgroup - Status: Active

Chairs:

Bob Kerr

703-476-0710

rkerr@purestrategies.com

Board Liaison:

Gary Hunt

919-715-6508

gary.hunt@ncmail.net

Ken Zarker

360-407-6724

kzar461@ecy.wa.gov

The mission is to monitor state and federal pollution prevention policy including: chemicals policy, P2 planning, and performance-based regulation. When appropriate, the workgroup will prepare position papers for review by NPPR members. The group plans to address key issues that impact states across the country including:

1. Green Chemistry Initiative
2. Chemicals Policy Review of state and federal chemicals policy and future directions related to toxics reduction, safer alternatives, High Production Volume (HPV) chemicals, and global chemical policy initiatives. This would include monitoring implementation of the European Union's Registration, Evaluation, and Authorization of Chemicals (REACH).
3. Quicksilver Caucus: Active participation in the ECOS Quicksilver caucus focused on mercury reduction efforts.
4. P2 Planning: Monitoring state actions related to P2 planning and toxics use reduction laws and voluntary initiatives.
5. Integration: Incorporating P2 into permits, inspections, rules, and other federal, state, and local agency activities.
6. Innovation: Providing regulatory flexibility and incentives to motivate facilities and communities to achieve more P2 and environmental results
7. Environmental Management Systems: Learning about ways to encourage and use facility EMSs to achieve more P2 and environmental results.
8. The work will monitor, discuss, and draft positions through: (i) face-to-face meetings in conjunction with NPPR meetings one to two times per year; (ii) monthly conference calls; and (iii) the NPPR Website enabled forum discussion and list serve

Conference calls the first Thursday of the month at noon EST.

2) Sustainability Workgroup – Status: Active

Chair:

Kirk Mills

303-692-2977

Kirk.mills@state.co.us

Board Liaison:

Greg Adolfson

304-926-0499

Gregory.E.Adolfson@wv.gov

The goal is to understand the role of pollution prevention in sustainable development and to identify changes that will need to take place to bring sustainable actions to the core of all programs across the country. To accomplish this goal, the workgroup will research and monitor sustainable pilots, projects, and initiatives that are being implemented across the country by local, state, and federal government, academic institutions, and businesses. Sustainable practices are being tested in a variety of areas and through a host of mechanisms, but there is not a single organization that is viewing them collectively. To incorporate P2 into these longer range plans and ensure that P2 is part of a sustainable future, we need to first understand how these pilots and projects are developed, implemented, and measured. Once the workgroup has this information, it will explore and identify the common challenges, successes, and resource needs. Armed with this information the workgroup will develop position papers on the core needs and changes required across institutions to integrate sustainability into P2 and other programs. This workgroup will search for funding mechanisms to accomplish its tasks. Moreover, the workgroup plans to host a dialogue session on sustainability approaches and contribute to integrating sustainability.

3) Tribal P2 – Status: ActiveChairs:*David Jaber*

510-684-5467 (cell)

djaber@california.com*Shannon Judd*shannonjudd@fdlrez.comBoard Liaison:*Vacant**Sara Johnson will continue thru 12/31/09**Sara.Johnson@des.nh.gov*

This workgroup consists of environmental professionals from tribal entities, local, state, and federal agencies, academia, and not-for-profit organizations whose mission is to work collaboratively with tribes throughout the United States in reducing the environmental and health risks associated with the generation of waste in tribal lands. The workgroup was formed in December 2003 from an EPA grant issued as a result of tribal requests for more specific tribal communication about P2 efforts directly relating to tribes. The major task of the workgroup is to identify and address the environmental issues affecting the tribal nations using pollution prevention methodologies. A geographically dispersed team, the group meets monthly via conference call.

Conference calls the third Tuesdays of the month at 2:00 EST

4) National P2 Results Task Force – Status: ActiveChairs:*Terri Goldberg*

617-367-8558

tgoldberg@newmoa.orgBoard Liaison:*Andy Bray*

617-367-8559

abrav@newmoa.org*Ken Grimm*

206-352-2050

kgrimm@pprc.org

This is a joint project of NPPR and P2Rx. It includes representatives from states in every U.S. Region and P2Rx Center and U.S. EPA Headquarters and Regional Offices. It is focused on developing core national P2 measures, a web-based data aggregation tool, and reports on measurement results. The purpose of the group is to:

1. Help sell the economic and environmental value of P2;
2. Promote new opportunities and connections with clients of P2 programs;
3. Help policy makers assess P2 efforts and determine funding; and
4. Provide EPA and others with quality data regarding P2 efforts.

To date, the accomplishments of the workgroup include: designing a framework for a national web-based P2 results data aggregation system; developing a data dictionary for a set of core metrics (activity, behavioral, and outcome); obtaining signatures on a memorandum

of agreement of P2 programs around the U.S.; preparing reports on P2 accomplishments; and developing and supporting regional aggregation modules that reside at each P2Rx Center.

5) Research, Technology, and Energy (RTE) – Status: Active

Chair:
Warren Weaver
717-873-3861
wjw5@psu.edu

Board Liaison:
Cindy McComas
612-624-4678
mccom003@umn.edu

The RTE group is a technical discussion group formed with a mission of encouraging P2, E2, process innovation, safer materials, and increased energy sustainability through the use of new and commercially available technologies. A major focus of the group has been effective technology diffusion. Members have collaborated to advance the adoption of technologies with significant E2/P2 potential in the following sectors: wood finishing, fiberglass reinforced plastics, electroplating, printed wiring board, painting and coating, and metal casting. The group is also looking for new ways to encourage adoption of renewable energy and innovative energy efficiency technologies.

The RTE group may collaborate with the Policy and Integration Workgroup on chemical policy issues. The group will continue search for fundable projects to work on that will address and contribute to NPPR member needs. Finally, this group plans to continue its role in creating technical sessions and trainings for NPPR's annual spring conference. This group's past accomplishment include a white paper discussing government's role in P2 verification, providing comments on NPPR documents, and assisting other groups with the integration of energy efficiency concepts into their activities.

6) Local Government – Status: Active

Chair:
Ligia Moss
240-777-7756
Ligia.moss@montgomerycountymd.gov

Board Liaison:
Michael Simpson
323-342-6047
Michael.simpson@lacity.org

The workgroup's goal is to strengthen the role and effectiveness of local governments and communities to engage in and contribute to pollution prevention practices. This group hopes to promote networking and communication among people who are interested in practicing P2; minimize duplication of efforts through increased communication; and serve as a resource to NPPR members. The group plans to accomplish this through regularly scheduled conference calls with an issue-focused agenda, in house development of and training on P2 practices, identification of no- and minimal- cost training opportunities, and virtual-based outreach efforts for NPPR and other interested stakeholders. In addition, the group plans to prioritize media- and/or program- specific issues for discussion and with available resources,

address these topics. The group also hosts dialogue sessions on local government and contributes to integrating local government topics into the annual Summit. This group's future strength is based in large part on its past member's dedication and accomplishments including: playing a pivotal role in publishing a compendium of case studies on innovative local government P2 initiatives, coordinating National P2 Week promotional activities across the country, and conducting local government training workshops.

7) Small Business – Status: Inactive (holds annual meeting at Summit)

Chair:
Vacant

Board Liaison:
Steve Roseberry
307-777-7347
sroseb@wyo.gov

This group's purpose is to exchange ideas and experiences that relate to the environmental issues confronted by small business and by small business assistance providers. The group discusses such issues as: measuring and reporting on measures; experiences, challenges, and successes in engaging small business to request assistance and to join P2/incentive/or other sustainability programs; strategies to engage small business owners. In addition, this group contributes to integrating small business topics into the annual Summit.

8) Lean and P2 – Status: Active

Chair:
Hugh O'Neill
360-407-6609
Hone461@ecy.wa.gov

Board Liaison:
Paula Del Giudice
206-352-2050
pdelgiudice@pprc.org

The purpose is to share information, case studies, tools, and approaches on our focus areas (see below). Currently, this is an EPA -led group with representation from NPPR members. The NPPR goal is to continue participation on this group, share information and explore moving into an NPPR networking group. In the meantime, the NPPR representatives will act as liaisons between EPA and NPPR. The EPA/NPPR group develops a Lean and P2 open dialogue session and contribute to the Summit sessions relating to this topic.

The EPA-led workgroup focus areas include: Lean Manufacturing (Value Stream Maps, Kaizen Events, 3P, etc.), Integrated Lean and Environment/P2 Assistance; Lean Permitting; and Lean and Environmental Design (of products and processes).

9) P2 Intern – Status: Active

Chairs:
Nancy Larson
316-660-0104
nlarson@ksu.edu

Board Liaison:
Cathy Colglazier
785-296-0669
ccolglazier@kdheks.gov

Steve Brachman
414-227-3160
steve.brachman@ces.uwex.edu

NEW WORKGROUP: The P2 intern work group's mission is to serve as an information and resource sharing group that supports and assists state programs with the development and growth of their P2 intern programs. The work group may also provide an expanded network for P2 interns to share information and technology assessments. The group will meet by conference call three to four times per year.

10) Climate Change – Status: Active

Chair:
Marcia Horan

Board Liaison:
Robert Jackson
517-373-2731
jacksonr1@michigan.gov

NEW WORKGROUP: This workgroup is currently being developed. There will be an exploratory meeting in December 2009 to assess the membership's level of interest and potential projects for the workgroup. From that meeting, a mission statement will be drafted.