

**Executive Order No. 4**  
**Sustainability and Green Procurement Advisory Council**

**Guidelines for Meetings and Decision Making**

**Collaboration and consensus.** The Council commits itself to pursuing a collaborative approach to decision making and to avoid overreaching in its advisory role. The Council will actively explore areas of potential agreement and seek to achieve consensus on potential recommendations.

**Voting.** If consensus cannot be reached, the Council will proceed with a democratic vote. A majority of the council (six members) shall be considered a quorum, and a majority of the whole shall carry a vote. Proxies do not count towards a quorum. If the Council proceeds with a vote, a dissenting view will also be presented at the request of a dissenting member.

**Proxies.** Council members may designate a representative to deliver a proxy vote and participate in Council discussions in their absence (proxies are also welcome to participate in Council discussions when their principal is present). No more than two proxy votes may be used in a given calendar year. No more than two proxy votes may be used in a given calendar year.

**Open Meetings.** Meetings of the Council shall be open to members of the public. With the permission of the Chair, members of the public may be invited to provide a presentation to the Council or may be asked to respond to a question from a member of the Council during the course of a meeting, but the public shall otherwise refrain from participation in Council discussions. A total of fifteen minutes for the presentation of comments by the public to the Council shall be provided at the end of each Council meeting. Such period may be shortened or lengthened at the discretion of the Chair. Prior notice is encouraged but not required.