

Hamilton Industrial Environmental Association Community Advisory Panel



Bylaws and
Terms of
Reference

Mandate

To identify environmental concerns and provide support to the Hamilton Industrial Environmental Association in their pursuit of a cleaner and healthier environment for the residents of Hamilton.

Objectives

- To actively encourage industries in Hamilton to join HIEA.
- To meet regularly to exchange health, safety and environmental information between the community members and industry members concerning company operations, and respond accordingly.
- To support the HIEA member industries and the Hamilton community in their pursuit of a cleaner and healthier environment
- To be kept aware of emergency planning issues as they relate to industry member companies.
- To proactively seek out opportunities that will improve the local environment.
- To act as an active link between their respective communities and the HIEA industries.

Bylaws

Article I – Name

The name of this non-profit, volunteer entity shall be the Hamilton Industrial Environmental Association Community Advisory Panel (HIEA CAP). The panel shall serve as a forum for open discussion between member company representatives, community residents and members of local neighborhood associations in Hamilton.

Article II – Membership

Composition

The Community Advisory Panel (CAP) shall be composed of representatives from each member company and representatives from the Hamilton community. The CAP community representatives shall reflect a cross section of the surrounding communities.

Company Members

The industry members of the HIEA CAP will include all current HIEA member companies.

Resources

Other organizations and individuals may act as resources and be called on to support the CAP including the Hamilton Industrial Environmental Association (HIEA), Community Awareness Emergency Response (CAER), Ministry of the Environment (MOE), Hamilton Health Services, municipal leaders, emergency responders, and others as appropriate.

Selection of Members

Members of the CAP shall be recruited through public advertising, the HIEA website and other awareness programs. Panel members will also seek out people they feel would benefit from participation or be an asset to the panel.

Resignations

A member may resign at any time by notifying the HIEA Communications Coordinator at info@hiea.org.

New Member Orientation package

New members will be provided with an orientation package. This package will include a copy of the HIEA CAP By-laws, current HIEA publications and a listing of communities represented by the Panel.

Attendance

Attendance is important to the panel. If a community member is unable to attend a meeting they are asked to send their regrets at least 5 days prior to the meeting.

Compensation

Members shall not be compensated for their participation on the panel.

Article III – Meetings: Format, Frequency

Philosophy

The panel shall endeavor to build trust between industry and community members by meeting regularly to discuss issues of interest and concern. The panel shall be a mechanism for the community members to convey their questions, comments or concerns to the industry members. At the same time, it shall provide a forum for the companies to respond directly to the community members, provide updates and report follow up actions. The intent of this format is to facilitate detailed discussions among industry and community members. The panel shall serve as an advisory group and not a decision making body. However opinions of panel members shall be relayed and considered at the plant and corporate level.

Responsibilities

While the community membership of the HIEA CAP represents a cross section of the community at large, each person serves as an individual and not as an official representative of the institution or community he or she comes from. Each community member is free to present his or her own viewpoints and to bring to the panel any concerns of friends, neighbours or associates in the greater community. No one is expected to defend, endorse, or support the actions of industry or the CAP as a whole. The industry members should be senior representatives who are able to speak on behalf of the companies they represent.

Leadership

One industry representative and one community representative will act as co-chairpersons of the CAP. The industry co-chair will be appointed by the HIEA Board of Directors. The community co-chair will be elected by the CAP participants for a two-year term beginning in January of each calendar year. An effort will be made to overlap the terms of the co-chairs so that there is one experienced co-chair in place at all times. Individuals may serve a maximum of two consecutive terms as a co-chair. All CAP members are eligible for the co-chair position and can either be nominated by other CAP members or put their name forward.

Conduct of Meeting

Consensus rather than voting is the primary decision-making process. Votes will be called at the discretion of the co-chairs to resolve specific issues. This does not mean that there is an effort to build consensus solutions to all issues raised. All members are encouraged to participate in discussions. There are to be no personal attacks. Meetings will start and end on time.

Regular Meetings

The CAP shall meet in regular session eight times per year. The meeting schedules and location for meetings are posted on the website (www.hiea.org) one year in advance. Meetings may be rescheduled by the call of the co-chairs. The meetings are open to all interested parties. The co-chairs will decide if representation of membership is sufficient to hold the meeting.

Meeting Agendas

The co-chairs shall prepare meeting agendas with input from community members and industry. The agenda will be posted on the website one week prior to the meeting.

Notification of Meetings

Notification of meetings will be posted on the website (www.hiea.org) one week prior to the meeting. Members will be sent an email reminder one week prior to the meetings to provide date, place, time and agenda for the meeting.

Special Meetings

Special meetings may be called at any time by industry or a majority of the CAP members. Notice of special meetings shall be coordinated by the co-chairs. Individual industry members may call a special meeting with community members only.

Minutes

The HIEA Communications Coordinator will be responsible for taking the meeting minutes. Draft minutes will be reviewed by the co-chairs and posted on the HIEA website one week prior to the next meeting. The minutes will be reviewed at the meeting and any amendments will be made. Members will be asked to vote to approve the minutes. Approved minutes will then be posted on the HIEA website (www.hie.org).

Article IV – Document Control

The HIEA Communications Coordinator is responsible for maintaining a system for document control including revisions to these Bylaws, minutes, presentations and other materials used or received by the CAP.

Article V – Amendment of Bylaws

These bylaws may be repealed or amended if approved by a majority of industry members and a majority of community members. Notice of possible action on the bylaws must be given at a prior meeting.

Record of Amendments to HIEA CAP Bylaws:

Development of draft bylaws June 4, 2009