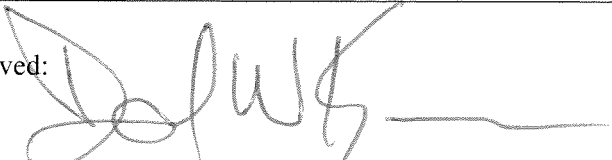


Department of Public Works and Engineering

<b>Subject:</b> <b>GREEN BUILDING RESOURCE CENTER (GBRC) ADVISORY COMMITTEE</b>	Departmental Policy No. 8-3	
	Effective: <b>Upon Approval</b>	
<p><b>I. PURPOSE</b> To establish a forum for interacting with the green building community to receive advice and increase public awareness and support for the Green Building Resource Center (GBRC).</p> <p><b>II. POLICY</b> The Green Building Resource Center Advisory Committee (Committee) and the City of Houston Public Works and Engineering Department shall advance the GBRC's mission of enabling the public to experience and learn more about healthy energy, water, and material-conserving design and construction, also known as green building.</p> <p><b>III. DEFINITIONS</b> <b>Program Director:</b> A Department of Public Works and Engineering employee designated by the Director of Public Works and Engineering to manage the operation and outreach of the GBRC.</p> <p><b>IV. SCOPE</b> This policy shall apply to the PWE Code Enforcement Green Building Resource Center, its managers, employees, and other personnel assigned by the Mayor's Office</p> <p><b>V. RESPONSIBILITIES</b> The Committee shall meet approximately four times per year to advise on green building issues to enable the GBRC to more effectively conduct outreach and performance programming strategies.</p> <p>The Committee may communicate information to the public and to their respective industries about the GBRC's efforts, programs, events, and donation and volunteer opportunities.</p> <p>Committee members shall suggest and may contact potential speakers for education programs that are in line with the GBRC mission.</p> <p>Committee members shall not serve to benefit themselves.</p> <p>The Committee shall not use the City seal or represent to be acting on behalf of the</p>		
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City when communicating with the public or industry.

The program director and the Department of Public Works and Engineering shall verify that donations to the GBRC comply with city charter, ordinances, policies, administrative procedures, executive orders, and state law and be used solely for the benefit of the GBRC.

**VI. PROCEDURE**

The program director will invite representatives from among approximately 20 organizations, universities, and groups involved in building, planning, and green initiative industries to participate in the Committee that shall comprise of between 10 to 15 members.

Committee members shall be unpaid volunteers who serve on the Committee for a minimum one-year term in agreement with the program director.

The Committee is an advisory committee with no decision-making duties.

Volunteers who are not members of the Committee will be processed according to the City's VIP volunteer procedure prior to initiation of volunteer activities.

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