
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Environmental Policy - Meeting Planning

POLICY NUMBER: 9070

9070.1 *[DISTRICT]* will make every effort to conduct meetings with minimal environmental impacts and promote environmental conservation. Whenever possible, *[DISTRICT]* will:

9070.1.1 Minimize carbon emissions from travel through taxi, shuttle services and public transportation.

9070.1.2 Eliminate bottled water, in favor of pitchers of tap or filtered water.

9070.1.3 Choose regional, seasonal and/or organic options and donate leftover food from catered meals to local shelters.

9070.1.4 Minimize disposable products and encourage the use of recycled, biodegradable and reusable products.

9070.1.5 Make sure recycling bins are easily accessible at meals and breaks if there will be recyclable materials present.

9070.1.6 When selecting a location for a meeting, consider public transportation options, the city or region's conservation projects, "walkability," smoke-free policies, and food purchase policies.

9070.1.7 Consider use of facilities with recycling programs, efficient water use equipment, and other green initiatives.

9070.1.8 Limit hard copy handouts and make programs and itineraries available online or on posted signage.

9070.1.9 Print double sided on any necessary hard copy materials.

9070.1.10 Encourage a badge return process at the end of the meeting.

9070.1.11 Encourage the use of conference calls or tele-computer systems in lieu of travel for routine meetings. Send summaries and/or minutes by email or website directories.