



Illinois Product Stewardship Council (ILPSC) Exemption Letter in lieu of the Letter of Agreement

THE ILLINOIS PRODUCT STEWARDSHIP COUNCIL (ILPSC) is a coalition of public and private entities including local governments, state governments, businesses, environmental groups, NGOs, Solid Waste Agencies, associations, and individuals in Illinois. The Product Stewardship Institute serves as coordinator for this Council.

PURPOSE

The original ILPSC Letter of Agreement serves to outline the common objectives of product stewardship as a means of managing municipal solid and hazardous waste streams and establish the structure and process of the Council. However, some entities are finding it difficult to gain approval from their management to sign the Letter of Agreement, including the Principles of EPR in Attachment A. Therefore, the purpose of this Exemption Letter in lieu of the Letter of Agreement is to enable entities that are dues paying members or partners of the national Product Stewardship Institute to join as Members of the Illinois Product Stewardship Council, as defined below.

For reference to the ILPSC Mission Statement, definitions of product stewardship and producer responsibility, objectives, and other structural information regarding the Illinois Product Stewardship Council, please refer to the Letter of Agreement. Signing this Exemption does not constitute agreement to any part of the Letter of Agreement.

COUNCIL STRUCTURE

The ILPSC will operate as an unincorporated association and will be comprised of **Members and Partners**.

Members: Members actively participate in meetings, serve on committees, and vote on matters before the council. ILPSC has set no sector-based restrictions on membership, ensuring that all interested parties located in Illinois have an opportunity to be involved. Voting rights are reserved for members that:

- a. Maintain annual membership or partnership with the national Product Stewardship Institute;
- b. Sign and submit a completed Exemption Letter; and
- c. Commit staff time to ILPSC activities, projects, meetings, and conference calls.

Partners: Note that an entity that does not maintain annual dues payments to the national Product Stewardship Institute may not join the council as a partner, without signing the Letter of Agreement. Partners may actively participate in meetings and serve on committees. Partners are not allowed to vote on matters before the council. Any interested individual or organization located in Illinois is invited to be a Partner, provided that they:

- a. Support the ILPSC mission and sign the Letter of Agreement, and
- b. Commit staff time to ILPSC activities, projects, meetings, and conference calls.

ROLES AND RESPONSIBILITIES

Members: Members commit to the following:

- **Meetings:** Members will attend and participate (in person or by phone) in monthly ILPSC meetings. In cases where members cannot attend the meetings, they should notify the coordinator and attempt to provide a replacement representative for the meeting. Members must participate in at least half the meetings held the previous year to retain standing on the council. ILPSC meeting agendas are sent out for review in advance. All members shall review meeting minutes that are sent out after each meeting.
- **Projects:** Members will form and participate actively in Project Subcommittees; propose, review, approve, and participate in activities and projects conducted in the name of ILPSC; and develop an annual work plan that outlines goals and projects for the year.

- **Chair/ Co-chair:** A chair or co-chairs will be elected from the member body at the beginning of each year. Co-chairs ensure continuity when one may need to relinquish the role. The chair(s) will represent ILPSC on general correspondence and communications. The chair(s) will assist Subcommittees, respond to inquiries, and work to shepherd ILPSC related projects. The chair(s) may also serve as coordinator of meetings, call votes on issues, or otherwise fulfill functions currently provided by the coordinator, upon council directive.

SIGNATURE

By signing below, the signatory indicates he/she has read the Letter of Agreement and chooses not to sign it based on the below reasoning. The signatory may delegate someone from the organization to represent the organization in the council.

COUNCIL MEMBER SIGNATURE PAGE

I am signing up as a:

Member

The undersigned is a member/partner in good standing of the Product Stewardship Institute.

Signature **Date**

Contact Name **Title**

Organization

Mailing Address

Telephone **Email**

Please email the signed Exemption Letter to:

Amanda Nicholson

amanda@productstewardship.us