

**Multnomah County, Oregon  
Administrative Procedure**

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**SUBJECT:** Green Meetings and Events

**PURPOSE:** To establish best practices for Multnomah County meetings and events.

**ORGANIZATION RESPONSIBLE:** Office of Sustainability

**DATE:** XXX

**AFFECTED ORGANIZATIONS:** All departments/offices

**LEGAL CITATION/REFERENCE:** Resolution XXX

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### **I. INTRODUCTION**

1. This Administrative Procedure, SUS-X, establishes a comprehensive process for planning and hosting green meetings and events for the county.
2. This Administrative Procedure, SUS-X, applies to all meetings and events hosted by Multnomah County.

### **II. PURPOSE**

Multnomah County recognizes the importance of minimizing our environmental impact while hosting meetings and events. Green meetings and events ensure that all aspects of an event, including its location, food services, transportation and the provision of materials are approached with the goal of minimizing negative impacts on the environment.

### **III. OBJECTIVES**

- To support the adopted sustainability principles and goals of the County by creating economic, social and environmental benefits for this and future generations through the hosting of green meetings and events.
- To benefit the community by contributing to environmental stewardship, such as:
  - Reducing greenhouse gas emissions and air contaminants;
  - Improving energy and water efficiency;
  - Reducing waste and supporting reuse and recycling;
  - Reducing the environmental impacts associated with food production, consumption and disposal.

#### **IV. GREEN MEETING AND EVENT IMPLEMENTATION PROCEDURE**

##### **Green Meeting & Event Best Practices Manual and Checklist:**

The Office of Sustainability has prepared and will periodically update a Green Meeting & Events Best Practices Manual and Checklist which reflects the County's adopted sustainability principles and goals and which shall be used to plan meetings and events in accordance with the provisions of this administrative procedure. The manual can be found at [www.multco.us/greenmeetings](http://www.multco.us/greenmeetings).

##### **Department Implementation:**

The appointed Department Sustainability Liaisons shall work with their respective department leadership and staff to ensure that Green Meeting & Event Best Practices Manual and Checklist are applied. Departments are not precluded from adopting separate internal department policies that require additional actions that support this policy.

#### **V. ROLES AND RESPONSIBILITIES**

The meeting or event organizer shall be responsible for:

- Complying with the Green Meeting & Events Policy and using the Green Meeting Checklist found in the Best Practice Manual
- Self-certifying whether a meeting/event qualifies for a Multnomah County Green Meeting or Event of Excellence certificate found in the Best Practice Manual

Department and Office Directors shall be responsible for:

- Encouraging the use of environmentally friendly meeting and event practices through information dissemination, development of internal procedures, and leading by example
- Ensuring that this procedure is followed throughout the department

Central Stores shall be responsible for:

- Stocking products that are necessary for County departments and offices to hold green meetings and events such as compostable and durable serviceware

The Office of Sustainability and Departmental Sustainability Liaisons shall be responsible for:

- Providing and periodically updating the Green Meeting & Events Best Practices Manual and Checklist
- Providing advice and consultation for meeting and event organizers upon request

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