

RCPA Climate Action Advisory Committee

Revised version adopted by RCPA Board May 10, 2021

The following is a description of the roles and responsibilities of the Climate Action Advisory Committee (CAAC) and guidelines for how meetings will be conducted.

Purpose

The purpose of the CAAC is to provide information and advice to the Regional Climate Protection Authority (RCPA) Board, staff, and project consultants during the development and implementation of climate action programs. The CAAC will not take official votes or make direct recommendations to any hearing body.

Composition

The CAAC consists of stakeholders selected by the RCPA Board of Directors, to represent a diversity of viewpoints and areas of technical expertise. Two representatives will be chosen by each RCPA Board member. Representatives should either live or work in Sonoma County. The RCPA Executive Committee may also extend invitations to additional stakeholders to contribute perspectives not represented by other members, in order to ensure adequately diverse sector representation. None of the members will hold public elective office on a governing board of any city or the County. Representatives are to have the following qualifications:

- General understanding of the goals and objectives of RCPA
- General understanding of climate change policy matters as they relate to local government, planning and project implementation
- Community leadership and ability to represent the sentiment of the community you live in or sector you represent

Sectors sought for representation in the Advisory Group include:

- Buildings (retrofits, electrification, carbon free electricity)
- Transportation (reducing vehicle miles traveled, electrification)
- Waste (decrease waste and consumption, increase reuse)
- Sequestration (promote sequestration, carbon gardens)
- Resilience and Adaptation (grid reliability, natural hazards)
- Equity (environmental justice, diverse representation)
- Engagement and Education (explore community needs and solutions)

Duration

The CAAC appointments will be for two years and staggered by one year across appointees from each Director. If an appointee is unable to serve the full term, the Director shall identify a replacement who will serve the rest of the original term. CAAC appointments will be renewed every two years. When a new Director is seated he or she will have the opportunity to confirm or replace the CAAC member.

Meetings

A total of four CAAC meetings will be held each year. Meetings will generally last for 90 minutes including presentations, comments, and questions/answer.

Each meeting will include, but not be limited to, presentation on:

1. Current RCPA projects and programs
2. Future RCPA project and program opportunities
3. Community based efforts (reports from CAAC members)

Meetings will be focused on CAAC members; however, they will be open to public. Because of the limited time available for each meeting, and the nature of the CAAC process, members of the public will be able to provide comments at the end of the meeting. A time limit will be imposed on each speaker during the public comment period.

RCPA staff will be responsible for running CAAC meetings.

The meetings of the CAAC are subject to the Ralph M. Brown Act, and therefore subject to the Act's notice and posting requirements. Following each meeting, minutes will be created by staff and posted to the RCPA website.

Expectations of CAAC Members

Primary role:

Work with staff to develop and implement greenhouse gas reduction programs and measures in Sonoma County communities. CAAC members are expected to attend each quarterly meeting, or check in beforehand with staff. Removal from the committee will be considered after multiple uncommunicated absences within a twelve-month period.

Anticipated activities will include:

- Reviewing and considering materials, proposals, ideas and concepts introduced to them by RCPA and jurisdiction staff
- Engaging in constructive discussion with CAAC members and staff about challenges and opportunities in the implementation of climate action measures
- Fostering communication outside of the CAAC regarding progress and outcomes of RCPA initiatives; particularly as they relate to a member's jurisdiction or sector

Communication with Staff and Consultants

Outside of CAAC meetings, RCPA staff will serve as the CAAC liaisons and primary contacts for members. All CAAC member questions, comments, and other correspondence should be directed to RCPA staff. Correspondence from members requiring consultant response or clarification for specific jurisdictions will be forwarded to the appropriate contact through RCPA staff.