

(DRAFT) Amended AB 617 South Sacramento-Florin Steering Committee Charter

BACKGROUND

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a State law that prioritizes new efforts to address the higher cumulative exposure burden of air pollution impacts found in affected communities. The law required that the California Air Resources Board (CARB) identify those communities to deploy community air monitoring plans (CAMP's) and/or to develop community emission reduction plans (CERP's). At the July 26, 2018, Sacramento Metropolitan Air Quality Management District (Sac Metro Air District or District) Board meeting, the Directors approved Resolution (for implementation over the next 5 years) in Sacramento County for CARB's consideration of South Sacramento-Florin and the South Natomas areas.

On September 27, 2018 the South Sacramento-Florin community along with nine other communities across the State were selected by CARB to be part of the first year implementation program.

ARTICLE I. AUTHORITY

AB 617 is designed to implement strategies for monitoring and/or emissions reduction in communities affected by a high cumulative exposure burden, and provide education to these environmental justice communities to increase awareness on air quality matters, which will lead to positive behavioral change that improves air quality. This partnership is created as a collaboration between the District in coordination with the South Sacramento-Florin Steering Committee (The Committee) under the statutory authority of California AB 617.

The Committee will support active community involvement and collaboration in the development of the Program(s) by providing a forum for identifying community issues, and potential solutions with all relevant parties. The Committee will advise The District with informed community guidance on the existing air monitoring program (adopted July, 2020) and on any future CERP. In addition, the support and advice will also be available in the development of community-focused incentive strategies designed to improve air quality.

In spite of the fact of a collaborative partnership between The District and The Committee, the District is the responsible agency for administering AB 617 activities, including but not limited to the implementation of the Community Air Monitoring Plan and a future Community Emissions Reduction Program. As such, final decision-making authority regarding the AB 617 activities resides with The District's Board as required by law. The District is committed to working to improve air quality in the South Sacramento-Florin community and will follow the guidance of The Committee, whenever possible and allowed by law.

ARTICLE II. PURPOSE/OBJECTIVES

The Committee will be responsible for discussing and providing recommendations to The District regarding the development and implementation of the Community Air Monitoring Plans (CAMP) and Community Emissions Reduction Programs (CERP), and other relevant projects known as Program(s), including but not limited to the following:

1. Determination of the final boundaries of the community to be served under the Program(s);
2. Community profile including mapping pollution sources and sensitive receptors and technical assessment;
3. Approaches for community engagement and outreach;
4. Mechanisms for engaging with other agencies;
5. Issues and sources contributing to the community's air pollution challenges;
6. Responsibility/authority of government agencies, non-profit entities, and other community members to address air pollution challenges;
7. Strategies for developing/implementing the Program(s)
8. Program(s) targets and strategies;
9. Program(s) Monitor Enforcement;
10. Metrics to track progress of Program(s);
11. Review Annual Budget projections and quarterly updates relevant to implementation;
12. Soliciting and disseminating information to and from community stakeholders; and
13. Review existing plans, studies, and monitoring data on air quality to provide strategic input towards air monitoring plan and emissions reduction program development.

ARTICLE III. COMMITTEE MEMBERSHIP

3.1. **Number and Appointment.** The Committee will consist of 11 to 15 voting members selected by The District. (Attachment A *Steering Committee Selection Process*). Fifteen members will be appointed in accordance with appointment and application discussed below and in Attachment A.

3.2. **Qualifications.** Each member of The Committee will either reside, work or own businesses within the defined community boundaries. Additionally, each member will meet the qualifications of those positions as stated in section 3.3 and Attachment A.

3.3. **Composition.** The fifteen voting members shall include:

1. One (1) District Representative or their designee (Co-Chair of Steering Committee)
2. One (2) Community Co-Leadership team (Co-Chair of Steering Committee)
3. Twelve remaining members including residents, Environmental/Social Justice community-based organizations, businesses, schools, transportation, public health, and provider organizations.
4. A Clerk of the Committee will be a designee of The District. The Clerk will be responsible for maintaining attendance records, vote records, minutes of the meetings, applications for Steering Committee/Alternate membership, leave of absence requests and the noticing of all regularly scheduled, special meetings, either in-person or virtual meetings.

3.4. **Alternates.** Each of The Committee's primary members specified in section 3.3 may designate one (1) alternate from applicants (meeting the same criteria) used for the primary members. The alternate is eligible to vote when the primary member is unable to attend and vote themselves. The alternate should be formally associated with the same entity the Primary member normally represents (see Attachment A).

3.5. **Committee Appointment and Application Process.** The District will select Committee appointment(s) of new members in the following manner:

1. The position of Community co-lead teams (formally Chair and Vice-Chair) will be done by vote of the Committee Membership annually.
2. District Officer designee should be assigned by the District. This District representative is the primary liaison from the District to the Committee Members
3. The remaining positions should be appointed in compliance with the standardized application process laid out in Attachment A and applicable sections of Article III of this document. Applicant's need to identify eligibility and demonstrate interest in serving.
4. All applications for the appointment of Committee members will be assembled by the Clerk of the Committee. Applications will be maintained by the Clerk for a period of 24 months.
5. The District will vet application eligibility and try to support a balance of voices from throughout the defined community. That list will be submitted to Co-Chairs for recommendations. The District's final selections will then be submitted to The Committee for a vote of approval and offer of a formal on-boarding orientation. In the event there is no consensus with the selection of candidates by the Co-Chairpersons, applications will be submitted to the District Board for consideration. Committee members serve at the pleasure of the District Board, and may be removed from the position by a majority vote of the District Board.

3.6. **Term of Appointment.** For many, there will be a learning curve associated with air quality issues in the South Sacramento-Florin community. For that reason, The Committee terms will be for two (2) years. Once the initial two (2) year term is fulfilled, the currently serving Committee member can re-apply for one (1) additional year term for members who are in good standing.

The stagger of terms will prevent a crippling loss of knowledge from the committee at one time. Effective September of 2020 new members will be added for two years terms (term ending September 30, 2022). Existing members choosing to continue their service will renew for a 1-year term ending on September 30, 2021.

Seeking a balance of representation for the neighborhoods of the defined community boundaries requires outreach (as discussed in Attachment A) and the support of new members not familiar with air quality issues or the mission of The Committee. District staff are required to develop a presentation and on-boarding materials to bring them up to speed.

3.7. **Resignation.** Although The Committee members are expected to complete their entire term of appointment. However, the member may resign at any time by written notice to the Committee's Clerk and the Co-Chairs. The Clerk will have the notice entered into the next public proceedings of The Committee. Acceptance of a resignation will not be necessary to make it effective. Note: In the case of a resigning member, replacement of the vacancy preference will be made for the Alternate member having served for that resigning member, if they are in good

standing. Applicants filling a vacancy otherwise will follow the standardized process for all applications.

3.8. **Vacancies.** When vacancies occur on the Committee they will automatically be filled by the respected designated Alternate. The pool of vetted applications can be a source of filling the vacancies. The applications will be held for two year by the Clerk of the Committee.

ARTICLE IV OFFICERS AND ADVISORS

4.1. **Election of Officers.** The officers of the Committee are the Co-Lead Team (formerly Chair and Vice-Chair) At the first meeting of the new calendar year, Committee members must elect Co-Leads. At that meeting a committee member can elect any member to serve in the capacity of a Co-Lead or self-nominate. The nominees may speak regarding their qualifications and willingness to serve and answer questions of the committee and of the public. The Committee may discuss the nominations, when the vote is called each member of the steering committee may cast a single vote for each office position.

4.2. **Co-Leadership Duties.** The co-leaders will convene the meetings and work with the District designee to act as Co-Chairpersons of the Committee. The Co-Leads, District designee, and impartial Facilitator will review committee agenda items recommendations, program updates, data analysis, other relevant information, and subcommittee reports to develop meeting agendas.

4.3. **Impartial Facilitator.** A professional and impartial facilitator will be used for helping the committee moderating some discussions, and assisting in reaching consensus in the committee's decision-making process.

4.5. **Clerk of the Committee.** The Clerk will attend all Committee meetings. The Clerk is a designee of the District. The Clerk will not vote on issues before the Committee. Duties of the Clerk are detailed in section 3.3 of this document.

ARTICLE V. MEETINGS

5.1. **Regular and Special Meetings.** The Committee shall establish the time and place for its regular meetings. The date, hour, and location of regular meetings shall be fixed by resolution of the Committee. The Committee shall hold at least one regular meeting each month of every calendar year. In the event of a lack of agenda topics, pending technical analysis, or any other reason; the Committee shall hold a vote to determine if the following scheduled monthly meeting is canceled. Special meetings and adjourned meetings may be held as required or permitted by law.

5.2. **Notice.** All meetings of the Committee, including, without limitation, regular, special, and adjourned meetings, shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code).

5.3. **Attendance and Participation**. Committee members are expected to attend each Committee meeting in person. When a member has failed to attend three (3) consecutive meetings in person (without a leave of absence) or half the meetings in any twelve (12) month period, the Co-Chairpersons shall be notified. The Co-Chairpersons and Committee members shall discuss the absences, the reason(s) for the absences, and the impact of the absences on the Committee. Corrective action, if necessary, will be determined on a case-by-case basis by the Committee.

1. Committee member may request a leave of absence. A request for a leave of absence shall be made in writing to the Committee Co-Chairpersons at any point during a Committee member's term for reasons of health, work, or other temporary circumstance. The decision to approve the leave of absence rests with the Co-Chairpersons. In the event a consensus cannot be reached between the Co-Chairpersons, the District Board shall make the final decision. A leave of absence shall not exceed three (3) months.

5.4. **Quorum**. A majority of current members of the Committee not on a leave of absence shall constitute a quorum. Vacant seats shall not count as "current members." Each member of the Committee, including the two *ex officio* members, shall be entitled to one (1) vote. A vote of the majority of the members present with at least a quorum in attendance shall be required to take action, and/or make a recommendation, except for adjournment of a meeting which shall require only a majority of those present, and as provided in Section 5.8. No proxy or absentee voting shall be permitted.

5.5. **Special Meeting**. Notice of any special meeting shall be made in compliance with the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code).

5.6 **Conduct of Business**

1. Items on the agenda will be considered in order unless the presiding Chairperson announces a change in the order of consideration.
2. Unless an agenda item identifies a particular source for a report, such as the Co-Chairpersons or Committee members, the Committee members and/or its advisors shall first report on the item. The item will then be open to public comment upon recognition of the speaker by the presiding Chairperson.
3. Confidential information shall not be subject to disclosure at meetings of the Committee.

5.7. **Resolutions and Motions**. All official acts of the Committee shall be taken either by resolution or a motion, duly made, seconded and adopted by a vote of the Committee members. Any Committee member, including the Co-Chairpersons, may make motions and seconds.

5.8. **Voting**. All actions of the Committee shall be adopted by an affirmative vote of a majority of the Committee members present and eligible to vote, provided that at least a quorum of Committee members is present and eligible to vote. Any act of the Committee shall be accomplished by a roll call vote when such a vote is requested by any member in attendance.

5.9. **Motions to Reconsider**. A motion to reconsider the vote on an agenda item may not be made at the meeting at which the item was acted upon. Such motions may be made at the sub-

sequent Committee meeting, if the agenda item was not a hearing required by law, and the Committee member making the motion voted on the prevailing side of the agenda item sought to be reconsidered. If the item was a hearing required by law, a motion to reconsider may not be made.

5.10. **Disqualification from Voting**. A Committee member shall be disqualified from voting on any contract or any other matter in which he/she has a financial interest, as required by law. See Attachment C (Conflict of Interests) of this Charter.

5.11. **Minutes**. The Clerk of the Committee shall prepare the minutes of each meeting of the Committee and/or record the meeting for public posting for digital/video media access by the public. The minutes shall be an accurate summary of the Committee's consideration of each item on the agenda, and an accurate record of each action taken by the Committee. At a subsequent meeting, the Clerk shall submit the minutes to the Committee for approval. Once approved, the Clerk will sign the minutes and keep them with the proceedings of the Committee. The official Minutes, as approved by the Committee, recording any motions or actions taken by the Committee, shall be prepared, and submitted to the District.

5.12 **Public Records**. All records of the Committee shall be kept and provided to the public in accordance with the provisions of the California Public Records Act (commencing with Section 6250 of the California Government Code).

5.13. **Adjournment**. The Committee may adjourn any meeting to a time and place specified in the resolution or motion of adjournment, notwithstanding less than a quorum may be present and voting. If no members of the Committee are present at regular or adjourned meeting, the Clerk may declare the meeting adjourned to a stated time and place and shall cause written notice to be given in the same manner as provided for special meetings, unless such notice is waived as provided in Section 5.2 of this Charter for special meetings. A copy of the order or notice of adjournment shall be posted as required by applicable law.

5.14. **Reports**. On or before January 31st of each year, the Committee shall submit an annual report to the District Board. A draft of the report shall be provided to and approved by the Committee before its submission to the District Board. The report shall highlight the activities, accomplishments, and future goals of the Committee.

5.15. **Progress Reports**. The District Board may request the Committee to submit progress reports and recommendations at any time. The Committee shall respond to such requests within a reasonable period of time. Progress reports and recommendations shall be provided to and approved by the Committee before its submission to the District Board.

5.16. **Communications with the Public**. Public participation in Committee meetings shall be allowed as follows:

1. An opportunity for members of the public to directly address the Committee on any item on the agenda of interest to the public shall be provided before or during the Committee's consideration of the item.
2. The agenda will provide for public comment on items not on the agenda which are within the subject matter jurisdiction of the Committee following the New Business agenda item.

3. The presiding Chairperson of the Committee may establish reasonable limits on the amount of time allotted to each speaker on an item, and the Committee may establish reasonable limits on the total amount of time allotted for public testimony on an item. When further discussion is required, the Committee may vote to allow time in the agenda of the following meeting.

5.17. **Rosenberg's Rules of Order.** To the extent that conduct of the meetings is not governed by this Charter or the Ralph M. Brown Act, the current edition of Rosenberg's Rules of Order shall apply.

5.18. **Stipend.** Each Committee member shall receive a stipend of seventy-five dollars (\$75) per Committee meeting attended (excluding any subcommittee meetings), subject to the availability of AB 617 funding. A Committee member shall not be entitled to a stipend if he or she is more than thirty (30) minutes late to a Committee meeting, or leaves more than thirty (30) minutes early.

ARTICLE VI. MEETINGS

6.1. **Appointment.** The Co-Chairpersons of the Committee may establish such ad-hoc advisory subcommittees ("Subcommittees") as they deem necessary. Such Subcommittees must be composed of less than a quorum of voting Committee members. The Co-Chairpersons of the Committee may designate one (1) or more alternates for the Subcommittees to serve during any absences.

6.2. **Authority.** All Subcommittees are advisory only, and may be dissolved at any time upon a majority vote of the Committee.

6.3. **Meetings.** Meetings of Subcommittees shall be held at times and places determined by agreement of the Committee. A majority of those Committee members assigned to a Subcommittee shall constitute a quorum.

ARTICLE VII. Code of Conduct

7.1 **Codes of Conduct.** The success of the committee depends on full participation of all committee members. All committee members will recognize and adhere to the meeting rules and guidelines of participation outlined in the Codes of Conduct.

7.2 **General Conduct of Committee.** Members will: treat each other and everyone with courtesy and refrain from inappropriate behavior and derogatory comments; be fair, impartial, and unbiased when voting; use the speaker sequencing system to inform the Co-Chairpersons of their wish to speak and wait to be acknowledged by the Co-Chairpersons before speaking; move to require the Co-Chairpersons to enforce these Rules, and the Co-Chairpersons shall do so upon an affirmative vote of a majority of the members present; preserve order and decorum during the meeting; not delay or interrupt the proceedings or the peace of the committee, nor disturb any member while speaking, by conversation or otherwise, nor disobey the orders of the facilitator, or the Co-Chairpersons, except as otherwise herein provided.

7.3 **Conduct with Committee**. Members will: value each other's time; attempt to build consensus on an item through an opportunity for dialogue; but when this is not possible, the majority vote shall prevail and the majority shall show respect for the opinion of the minority; have the right to dissent from, protest, or comment upon any action of the committee; respect each other's opportunity to speak and, if necessary, agree to disagree; avoid offensive negative comments and will practice civility and decorum during discussions and debate; and assist the Co-Chairpersons exercise of the affirmative duty to maintain order.

7.4 **Conduct with District Staff**. Members will: treat District staff professionally and refrain from publicly criticizing individual employees; avoid involvement in personnel issues; discuss directly with the District accountability as appropriate, any displeasure with a department or staff; and request answers to questions on district agenda items prior to the meeting whenever possible.

7.5 **Conduct with the Public**. Members will: make the public feel welcome; be impartial, respectful, and without prejudice toward the public; listen courteously and attentively to public comment; not argue back and forth with members of the public; and make no promises to the public on behalf of the committee.

7.6 **Conduct with Other Agencies**. Members will: project a positive image of the CSC when dealing with other agencies; show tolerance and respect for other agencies' opinions and issues and, if necessary, agree to disagree; represent the official adopted policies or positions of the CSC when designated as delegates, explicitly state when their own opinions and positions do not represent the CSC, and that delegate **will not allow the inference that their personal opinion are those of the CSC; and, members do and have the ability to lobby or discuss issues that have been adopted or are the standing policy of the CSC.**

7.7 **Conduct with Boards and Commissions**. Members will: treat all members of boards and commissions with appreciation and respect; and refrain from participation at board and commission meetings with the purpose of influencing the outcome of those meetings.

ARTICLE VIII. AMENDMENTS AND DECISION MAKING PROCESS

8.1 **Decision Making Process**. see Attachment D

8.2 **Amendments**. This Charter will be reviewed annually by the CSC. The review may conclude that no revisions are necessary, and the existing Charter will remain in effect. If, however, minor revisions are needed, these can be adopted by a vote at a noticed Steering Committee meeting. Should there be major revisions needed, the CSC will form a working group that will draft needed changes to be considered to be considered by the full CSC. The Draft will be a) Distributed to all CSC members, b) Placed on the the AB 617 Committee Web page, and c) Added to the Agenda for a future CSC meeting where the changes will be discussed publicly and voted on if it the CSC determines it is ready for a vote.

ARTICLE IX. ATTACHMENTS

9.1 **Attachments**. The below attachments are referenced in this charter

- A. Application Selection Process
- B. Participant Agreement
- C. Conflict of Interest
- D. Decision-Making Tools
- E. Codes of Conduct – pending development

This Amended Charter was approved by the South Sacramento-Florin Community Steering Committee and SMAQMD on [date](#)

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(DRAFT) Attachment A
AB 617 South Sacramento-Florin CSC Selection Process

The District is seeking to provide opportunity for the AB 617 Steering Committee participation to all applicants as feasible. A committee membership the size of 11 to 15 members seeking to create a balance of perspective provided by the following criteria:

1. A two-thirds($\frac{2}{3}$) majority of committee membership must be residents within the defined community boundaries.
2. The core of the steering committee should directly represent the residents and businesses operating within the defined community.
3. Additionally one-third of members should include representatives from local community-based environmental/social justice organizations, city and county planning, transportation, health providers and public health agencies, and schools.
4. Only one steering committee member for an organization can be seated as the primary representative to avoid loading the committee with a single perspective. Organizational representatives should be verified annually to ensure authorized status remains valid.
5. Members of the committee may assign one alternate member in their place on the committee, if the primary member is unable to attend the meeting.
 - a. The alternate must be officially assigned as the primary member's alternate on the official membership roster kept by the District.
 - b. The alternate must meet the same membership criteria as the primary member, and must submit a committee membership application and sign a member & alternate participation agreement.
 - c. The primary member is responsible to keep the alternate informed of committee activities and discussions so that continuous progress is possible without significant rehashing of previously discussed topics.
6. Applicants without valid affiliation are excluded from committee membership consideration, but will be invited to attend the committee meetings to provide input as members of the public. Exclusion from eligibility for membership includes items such as:
 - a. Applicants who claimed residence affiliation only, but whose residence is not or is no longer within the defined community boundaries.
 - b. Business entities or associations without an office address within the defined community boundaries.
 - c. Status change of an authorized representative for a specific agency, CBO, business or association that previously qualified an individual's committee membership.

7. Government officials can serve as participants in the committee, in an advisory role only.

The soliciting of applications advertisement will be placed on the Air District Website. In addition, authorized advertisements will be placed on approved social media sites, and the dissemination of information to known local elected representatives in the city and county, business associations and CBO's operating within the defined community boundaries.

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(DRAFT) Attachment B
South Sacramento-Florin Steering Committee
Participation Agreement

By signing below, I agree as a Primary or Alternate Steering Committee member to abide by all conditions of the South Sacramento-Florin Steering Committee (CSC) Charter. I also agree to following the principles, goals and expected conduct to demonstrate how agencies, communities and the other stakeholders working in concert can achieve meaningful improvements in air quality in the South Sacramento-Florin Community.

- Understand, adopt, and support the principles of ensuring improved air quality is the South Sacramento-Florin defined boundaries.
 - Our goal is to identify and remedy local air pollution impacts and associated health risk exposures to people who live, work, and play in and around the South Sacramento-Florin community. We are committed to working collectively with all stakeholders within the community inclusive of local residents, businesses, organizations, youth groups, schools, local, regional, and State governments, health agencies, and faith-based organizations. Working together to ensure all represented parties are heard and can agree on an outcome that protects public health.
- Provide strategic guidance, vision and oversight including but not limited to:
 - Informing the development of Program(s) including Community Monitoring Plan and/or Community Emission Reduction Program.
 - Use of data analysis to help inform strategies to reduce air quality risks.
 - Tracking progress of the Program(s) using the agreed upon indicators at Steering Committee and subcommittees levels.
 - Identifying the most fair, effective, and feasible goals to bring about reduced risks to health within the South Sacramento-Florin community defined boundaries.
- Provide leadership and accountability by:
 - Identifying key steps to success and identify the obstacles to achieving the goal.
 - Developing solutions to overcome the obstacles encountered.
 - Engaging affiliate businesses, community organizations, institutions of health, education, and government.
 - Not ignoring those in my network of associates that can help work toward the common goals and principles of the CSC.
 - Serving as a vocal champion of the collective effort within the community.
 - Working towards building consensus while recognizing that not everyone will agree on every issue.
 - Committing to resolve conflicts in a positive, swift, and constructive manner.

- Faithfully represent the affiliation category that you indicated you are representing, as shown on the CSC roster.
- Play an Active role by:
 - Participating in-person and/or virtually as restricted by state and local Public Health recommendations at regularly scheduled meetings.
 - Reviewing and pre-reading materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue.
 - Responding to emails, phone calls, notices, and surveys from The District staff.
 - Committing to attending regularly scheduled Steering Committee meetings. In addition, a few hours of preparation in between meetings is needed. Attendance at an occasional town hall meeting or subcommittee meetings to share the work of the CSC.

Printed Name: _____

Phone Number: _____

Email Address: _____

Identify your affiliation:

1. How are you a community member? (Check only one)
 Resident within the defined boundaries of the CSC.
 I work in the community defined boundaries of the CSC on a routine basis.
 I own a business within the defined boundaries of the CSC.
 I am the representative of a Neighborhood Association
2. Representing or speaking on the behalf of (Check only one):
 Community-Based Organization please specify: _____
3. Academia/Education/Healthcare please specify: _____
4. Business, business association, or labor organization representative
 Please specify: _____
5. Representative of an elected official's office
 Please specify: _____
6. Other please specify: _____

Signature: _____ Date: _____

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Attachment C
Conflict of Interest Statement for
South Sacramento-Florin CSC

Name: _____

Phone: _____ Email: _____

Job Title: _____ Employer: _____

Do you live, work, and/or own a business in the defined boundaries of the South Sacramento-Florin CSC? [] No [] Yes

Transparency related to members' financial, material, and vested interests is essential to ensuring public trust and building strong programs. Those seeking to serve on the Committee must disclose any actual, potential, or perceived conflicts of interest in their applications. Committee members must disclose such conflicts on an ongoing basis and failure to do so may result in dismissal from the Steering Committee.

"Interest" as used in this Conflict of Interest Disclosure Forum means a substantial financial, material, or vested interest in a business or organization that may be impacted by the work of this Committee. A person has a "vested interest" in a business or organization if they or their family members stand to benefit personally from its success. A financial, material, or vested interest is "substantial" if it is both greater than interests of the local general population and is large enough to actually impact that person's wellbeing. These definitions recognize that most members of the community benefit in minor and indirect ways from the success of regulated businesses or operations. The intent of this Form is to focus on only those interests that stand out when compared to the average community member.

A conflict of interest occurs when an individual's personal or professional interests and affiliations – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions as a member of the Steering Committee. Conflicts of interest can be differentiated between actual, potential, and perceived conflicts of interest. **conflict** exists if an action taken by a member **will** result in a financial or personal gain or loss to the member or to the member's relative or any business/organization in which they have a material interest. **A potential conflict** exists if an action taken by a member **may** result in a financial or personal gain or loss to the member or to the member's relative or any business/organization in which they have a material interest. **A perceived conflict** **An actual** exists when the public or a third party could form the view that a member's private or professional interests could improperly influence their decisions or actions, now or in the future.

List all names under which you or members of your household do any business which may be impacted by the programs of the South Sacramento-Florin Community Steering Committee decisions. Include the business address and a brief description of the business: (add rows as needed)

Name of Business	Business Address	Description

If you, a member of your household, or the business/organization you own or work for has engaged or intends to engage in any financial transactions with businesses or organizations that may be impacted by the South Sacramento-Florin Community Steering Committee decisions, please describe the nature of the transactions and the amount of money involved. **or organization is “impacted”** if it is subject to additional emission reduction requirements, or if it is otherwise affected in a substantial way. *For example, include professional or service contracts, grants awarded, and provisions of materials or supplies.*

Name of Business	Type of Transaction	Amount of Transaction

Do you, or a member of your household have, or think you may have, any actual conflicts of interest relative to your role on the committee? NO YES

If YES, please describe:

Do you or a member of your household have, or think you may have, any potential conflicts of interest relative to your role on the committee? NO YES

If YES, please describe:

Are you aware of any situations that might give the appearance of a conflict of interest – even if it may not be a potential or actual conflict of interest – relative to your role on the committee? NO YES

If YES, please describe:

My signature on this document affirms that all information I have supplied for this form is true and complete to the best of my knowledge and that I will update this information on an ongoing basis should any relevant situation(s) arise. I understand that failure to disclose conflicts may result in dismissal from the Committee.

Signature: _____ Date: _____

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Decision-Making Tools

Decision Making	Description	Pros	Cons
Voting/Majority Rule	<ul style="list-style-type: none"> Each member is given one vote to register opinion. Largest number of votes wins. 	<ul style="list-style-type: none"> Decisive and quick 	<ul style="list-style-type: none"> “Winners” and “Losers” Does not always deal with complexity of issue
Consensus with a Range of Support/ Disagreement	<ul style="list-style-type: none"> Disagreement is dealt with as a problem to be solved <i>Consensus</i> with: <i>Qualified Disagreement</i>—can “live with it;” agree to let proposal go forward with concerns recorded as part of decision <i>Fundamental Disagreement</i> – proposal cannot go forward, those in this category must suggest alternatives that might accommodate all interests 	<ul style="list-style-type: none"> Comprehensive look at problem Benefit of understanding wisdom of those who disagree without stopping process Inclusive: considers everyone’s point of view Allows one to stop agreement if vehemently opposed 	<ul style="list-style-type: none"> Takes time Requires commitment to participate, which can be uncomfortable for some Must consider power imbalances and political pressures

Decision-Making Approach

1. Consensus Seeking Model

The consensus seeking process is based on principles of “consensus with accountability.” Consensus with accountability always requires all members to try to reach consensus while supporting and expressing their self-interest and interests of the communities they represent. In the event a member must reject a proposal that member is expected to provide a counter proposal that legitimately attempts to achieve their interest, and the interests of the other members. When seeking consensus, the Committee will consider a range of definitions for support.

This range shall include:

Unqualified Support:	Full agreement with all aspects of a proposal
Strong Support:	Support for all or most aspects of a proposal.
General Support:	Support for all or most aspects of a proposal. No fundamental disagreement with the key aspects of the proposal. Includes having unanswered questions that need additional information or clarification.
Qualified Disagreement:	Significant disagreement with one or more aspects of a a proposal; however, can live with the proposal as packaged. (i.e. overall, suggested proposal is better than leaving things as they are now or doing nothing) In this “not happy” but I’ll live with it” option, parties will be asked to work on generating alternative options or language that address the concerns of all.
Fundamental Disagreement:	Disagreement with aspects of proposal. Not will to support of live with the proposal as it stands Members with this opinion must suggest alternative that move the proposal toward accommodating the interests off all.
Abstention:	At times, a pending decision may be infeasible for a member to weigh in on.

The goal is for all members to be in the Support (Unqualified, Strong, or General) range of agreements. The Committee will reach consensus when majority of Members are at Support and only a minority of Members are at a Qualified Disagreement stage. These disagreements must be noted and presented to the CSC as minority perspectives or recommendations. Alternatives proposed by Members that are at a Qualified Disagreement and Fundamental Disagreements level will be discussed before the group is deemed to reach consensus. Members that abstain from proposals are encouraged to explain why abstention is in their best interest.