

## **(Final for Adoption) Amended AB 617 South Sacramento-Florin Steering Committee Charter (2/19/2021)**

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 Board of Directors approved a resolution recommending 10 communities in Sacramento to be included in the CARB's Program.

On September 27, 2018, the South Sacramento-Florin community along with nine other communities across the state was selected by CARB to be part of the first-year implementation program. An Air Quality Steering Committee for the South Sacramento – Florin community was formed by the District to help in the development and implementation of the Community Air Protection (CAP) Program. On July 1, 2020, the District, upon the recommendation from Steering Committee, submitted the South Sacramento – Florin Community Air Monitoring Plan (CAMP) to CARB.

### **Roles and Responsibilities**

Below provides the general roles and responsibilities of the District, Steering Committee and Facilitator:

| <b>Affiliation</b> | <b>Roles and Responsibilities</b>   |
|--------------------|---|
| District           | <ul style="list-style-type: none"> <li>• Communicates information to Steering Committee and public regarding air quality</li> <li>• Establish Community Air Protection and Steering Committee listservs for all Steering Committee members to join</li> <li>• Follows the guidance of the Steering Committee, whenever possible and feasible, on development and implementation of projects within the Community Air Protection program</li> <li>• Implements the CAMP and CERP</li> <li>• Recruits, reviews, and selects Steering Committee applicants as needed to ensure diverse perspectives are included</li> <li>• Review Committee recommendations for agenda items</li> <li>• Prepare meeting minutes and retain all Committee records in publicly accessible manner</li> <li>• Designate Clerk of the Committee, who 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</li> </ul> |

|                    |   |
|--------------------|---|
|                    | <p>regularly scheduled and special meetings, either in-person or virtual meetings.</p> <ul style="list-style-type: none"> <li>• Maintain and update District's AB617 Community Air Protection webpage</li> </ul>  |
| Steering Committee | <ul style="list-style-type: none"> <li>• Provides guidance and recommendations to the District on development and implementation of the CAMP, CERP, and other relevant projects in the Community Air Protection Program</li> <li>• Serve as liaison between the District and the community</li> <li>• Assists District staff in public outreach activities</li> <li>• Prepares for and attends regularly scheduled Steering Committee meetings</li> <li>• Establish subcommittees and/or ad-hoc committees as appropriate</li> <li>• Review Charter annually</li> <li>• Sign up for and remain on both the Community Air Protection and Steering Committee listservs to ensure the members are informed of all events relating to the Committee and the Community Air Protection program</li> </ul> |
| Facilitator        | <ul style="list-style-type: none"> <li>• Helps Steering Committee moderate discussions</li> <li>• Assists Steering Committee in reaching consensus</li> <li>• Work with Co-Leads and District to coordinate an agenda</li> </ul>  |

# Table of Contents

|  |    |
|--|----|
| <b>ARTICLE I. AUTHORITY</b> .....  | 5  |
| <b>ARTICLE II. PURPOSE/OBJECTIVES</b> .....  | 5  |
| <b>ARTICLE III. COMMITTEE MEMBERSHIP</b> .....                                       | 6  |
| <b>3.1. Number and Appointment</b> .....   | 6  |
| <b>3.2. Qualifications</b> .....   | 6  |
| <b>3.3. Composition</b> .....  | 6  |
| <b>3.4. Alternates</b> .....   | 6  |
| <b>3.5. Committee Appointment and Application Process</b> .....                      | 7  |
| <b>3.6. Term of Appointment</b> .....  | 7  |
| <b>3.7. Resignation</b> .....  | 7  |
| <b>3.8. Vacancies</b> .....  | 8  |
| <b>ARTICLE IV. OFFICERS, COMMITTEE FACILITATOR, AND CLERK OF THE COMMITTEE</b> ..... | 8  |
| <b>4.1. Election of Officers/Co-Leads</b> .....                                      | 8  |
| <b>4.2. Co-Leadership Duties</b> .....   | 8  |
| <b>4.3. Facilitator</b> .....  | 8  |
| <b>4.4. Clerk of the Committee</b> .....   | 8  |
| <b>ARTICLE V. MEETINGS</b> .....   | 9  |
| <b>5.1. Meetings</b> .....   | 9  |
| <b>5.2. Agenda</b> .....   | 9  |
| <b>5.3. Special Meetings</b> .....   | 9  |
| <b>5.4. Notice</b> .....   | 9  |
| <b>5.5. Attendance and Participation</b> .....                                       | 10 |
| <b>5.6. Quorum</b> .....   | 10 |
| <b>5.7. Meeting Process</b> .....  | 10 |
| <b>5.8. Motions</b> .....  | 11 |
| <b>5.9. Voting</b> .....   | 11 |
| <b>5.10. Motions to Reconsider</b> .....   | 11 |
| <b>5.11. Disqualification from Voting</b> .....                                      | 11 |
| <b>5.12. Minutes</b> .....   | 11 |
| <b>5.13. Meeting Materials</b> .....   | 12 |
| <b>5.14. Public Records</b> .....  | 12 |
| <b>5.15. Adjournment</b> .....   | 12 |

|  |           |
|--|-----------|
| 5.16. Annual Report.....   | 12        |
| 5.17. Progress Reports.....  | 12        |
| 5.18. Communications from the District.....  | 12        |
| 5.19. Public Participation.....  | 12        |
| 5.20. Stipend.....   | 13        |
| <b>ARTICLE VI. SUBCOMMITTEE MEETINGS.....</b>  | <b>13</b> |
| 6.1. Authority.....  | 13        |
| 6.2. Appointment.....  | 13        |
| 6.3. Subcommittee Meetings.....  | 13        |
| <b>ARTICLE VII. COMMITTEE MEMBERS CODE OF CONDUCT.....</b>                                     | <b>13</b> |
| 7.1. Codes of Conduct.....   | 13        |
| 7.2. General Conduct of Committee.....   | 13        |
| 7.3 Conduct with Committee Decision Process.....   | 14        |
| 7.4 Conduct with District Staff.....   | 14        |
| 7.5 Conduct with the Public.....   | 14        |
| 7.6 Conduct with Other Agencies, Boards and Commissions.....                                   | 14        |
| <b>ARTICLE VIII. AMENDMENTS AND DECISION MAKING PROCESS.....</b>                               | <b>15</b> |
| 8.1 Decision Making Process.....   | 15        |
| 8.2 Amendments.....  | 15        |
| <b>ARTICLE IX. ATTACHMENTS.....</b>  | <b>15</b> |
| <b>Attachment A: AB 617 South Sacramento – Florin CSC Selection Process.....</b>               | <b>16</b> |
| <b>Attachment B: South Sacramento – Florin Steering Committee Participation Agreement.....</b> | <b>18</b> |
| <b>Attachment C: Conflict of Interest Statement for South Sacramento – Florin CSC.....</b>     | <b>21</b> |
| <b>Attachment D: Decision-Making Tools “Consensus Building”.....</b>                           | <b>24</b> |
| <b>Attachment E: Stipend Policy.....</b>   | <b>27</b> |

## **ARTICLE I. AUTHORITY**

Assembly Bill 617 (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 underserved communities to increase awareness on air quality matters, which will lead to positive behavioral changes that improve air quality and/or protect public health. This partnership is created as a collaboration between the District and the South Sacramento-Florin Steering Committee (Committee) under the statutory authority of California AB 617.

The Committee will support active community involvement and collaboration in the development of the Community Air Protection (CAP) Program by providing a forum for identifying community issues, and potential solutions with all relevant parties. The Committee will advise the District with guidance on the existing community air monitoring program (adopted July 2020) and on any future CERP.

A collaborative partnership between the District and the Committee is desired and necessary to ensure the successful implementation of AB 617. The District is responsible 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 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, feasible and allowed by law.

## **ARTICLE II. PURPOSE/OBJECTIVES**

The Committee will be responsible for discussing and providing recommendations to the District regarding the implementation of the Community Air Monitoring Plans (CAMP), the future development and implementation of Community Emissions Reduction Programs (CERP) if selected by the State, and other relevant projects in the CAP Program, including but not limited to the following:

1. Determination of the final boundaries of the community to be served under the CAP Program;
2. Community profile including mapping pollution sources and sensitive receptors and technical assessment;
3. Approaches for community engagement and outreach;
4. Mechanisms for engaging and coordinating 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 CAP Program;
8. CAP Program targets and strategies;
9. CAP Program Air Monitoring;

10. CAP Program Enforcement;
11. Metrics to track progress of CAP Program;
12. Provide annual budget projections and quarterly updates relevant to implementation. Quarterly updates include only basic information such as the total funds allocated to implementation, expended funds to date for implementation, and remaining balance of the implementation funds;
13. Soliciting and disseminating information to and from community stakeholders; and
14. 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 up to 15 voting members selected by the District. (Attachment A *Steering Committee Selection Process*). Each member will be appointed in accordance with appointment and application process discussed below and in Attachment A.

1. The District will open the recruitment process when there are less than 13 voting members. The District will review the applications at the end of each calendar quarter (March, June, September, December) unless the Committee requests and the District agrees otherwise.

**3.2. Qualifications** Each member of the Committee will either reside, work at, or own a business within the defined community boundaries. Applicants who represent a community organization that operates within the community boundary will also meet the qualifications for membership listed above. 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. Two (2) Co-Leads of the Steering Committee
2. Thirteen remaining members including Residents, Environmental/Social Justice community-based organizations, Businesses, Schools, Public Health, and Human service provider organizations. (Specifics are detailed in Attachment A of this document)

**3.4. Alternates** Each of the Committee's members specified in Section 3.3 may designate one (1) alternate. Alternates may be designated upon acceptance to the Committee or upon renewal of a Committee member's term. Alternates must complete an application and will be vetted by the District in order for their designation to be approved. The alternate should be formally associated with the same entity the Primary member normally represents (see Attachment A). Primary member will update their Alternate on Committee business. Alternates are welcomed to attend all meetings and will only vote in absence of the primary member.

The alternate is eligible to vote when the primary member is unable to attend and vote themselves. Primary members must notify the co-leads and/or Clerk if they are unable to attend a meeting and the alternate will attend in their place.

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

1. 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. Applicants need to identify eligibility and demonstrate interest in serving.
2. All applications for the appointment of Committee members will be assembled by the Clerk of the Committee. Applications will be maintained by the District for a period of 24 months.
3. The District will review application eligibility and utilize various recruiting resources as specified in Attachment A to ensure a diverse range of voices are represented. The finalist list will be submitted to Co-Leads for review and recommendations. The final selections will then be submitted to the Committee for a vote of recommendation and the District will consider this in the final decision process and offer of a formal on-boarding orientation.

**3.6 Committee Appointment of Co-Leads** The position of Community co-lead (formally Chair and Vice-Chair) will be done by vote of the Committee Membership annually. Reappointments are allowed.

**3.7. Term of Appointment** 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. A member who has adhered to all conditions in the participation agreement may apply for additional terms as follows. Current members as of December 2020 can reapply for a 1-year term. All subsequent reapplications will be for two (2) year terms to create a staggering of terms.

***The staggering of terms will prevent a crippling loss of knowledge from the committee at one time. Existing members as of December 2020 choosing to continue their service will renew for a 13 month term ending on January 31, 2022. Members who join to fill a vacancy left by one of these existing members will only serve for the remainder of their term until January 31, 2022.***

***Effective January 31, 2021, all new members will be added for two-year term (that term ends two years later on January 31, 2023). New members who join to fill a vacancy left by a member who joined after January 31, 2021, will only serve for the remainder of the two-year term until January 31, 2023.***

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 will meet with new members to provide on-boarding and materials to bring them up to speed. The District should have an on-boarding process, which will ensure that each new member gets the same on-boarding material and training (CAP documents, past meeting materials, and training videos, etc.).

**3.8. Resignation** Although Committee members are expected to complete their entire term of appointment, the member may resign at any time by written notice to the Clerk and the Co-Leads.

The Clerk will have the notice enter into the next public meetings of the Committee. Acceptance of a resignation will not be necessary to make it effective.

**3.9. Vacancies** When vacancies occur on the Committee, they will first be offered to be filled by the designated Alternate, if the primary member adhered to all conditions of the participation agreement. The former Alternate may identify a new Alternate pursuant to section 3.4. Otherwise, applicants filling a vacancy must follow the standardized process for all (new) applicants. The pool of vetted applications can be a source of filling the vacancies. The applications will be held for two years by the District. Vacancies will be filled for the remaining duration of the previous Committee member's term; the two-year service term does not restart when a vacancy is filled.

## **ARTICLE IV. OFFICERS, COMMITTEE FACILITATOR, AND CLERK OF THE COMMITTEE**

**4.1. Election of Officers/Co-Leads** The officers of the Committee are the Co-Leads (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 nominate any Committee 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 from the public. The Committee may discuss the nominations. When the vote is called, each present member of the Committee may cast a single vote for each Co-Lead position. Reappointments are allowed.

**4.2. Co-Leadership Duties** The duties of the Co-Leads include, but are not limited, the following:

1. The Co-Leads will take the role as the meeting chairs during the meetings.
2. The Co-Leads will meet and work with the District, and Facilitator to review committee recommendations for agenda items and other relevant information to develop meeting agendas. Also see Section 5.2.
3. The Co-Leads will help communicate information related to the Steering Committee to the Committee members.
4. The Co-Leads will work with the District and Facilitator to plan and coordinate meeting activities and discussions to ensure the meetings are informative and productive.

**4.3. Facilitator** A professional and impartial facilitator will be used (contingent upon funding) to help the committee moderate discussions and assist in reaching consensus in the committee's decision-making process. The Facilitator will work with the Co-Leads and District to help coordinate an agenda to help ensure the smooth running of the meetings.

**4.4. Clerk of the Committee** The Clerk of the Committee (Clerk) is a designee of the District and is responsible for maintaining attendance records, vote records, minutes of the meetings, applications for the Committee, leave of absence requests, and noticing of regularly scheduled or special meetings of the Committee. The Clerk can be determined, changed, or substituted for at the discretion of the District.



1. Committee Members can contact or send information, meeting materials, or requests to the Clerk by emailing: [AB617Clerk@airquality.org](mailto:AB617Clerk@airquality.org).

## **ARTICLE V. MEETINGS**

The Committee and the District will create a transparent and accessible meeting process that encourages public participation. The District has determined that the CSC is not formally governed by the Brown Act, but this charter does include Brown Act elements to ensure transparency and public participation.

**5.1. Meetings** The Committee and the District shall establish the time and place for its regular meetings. The date, hour, and location of regular meetings shall be agreed on by the Committee and the District. The Committee shall plan to 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 Co-leads and the District shall determine if the following scheduled monthly meeting is canceled. Co-leads will work with the Committee members to address any concerns regarding the meeting cancellation.

**5.2. Agenda** The Co-Leads, District and Facilitator will determine which items to include on the next meeting's agenda based on the needs the Committee. A draft agenda of the upcoming meeting will be shared with the Committee via email at least seven (7) days before the next meeting.

1. Committee members may request an item for an upcoming meeting agenda via written request to the Co-Leads and District, or by suggesting an agenda item during the New Business section of a Committee meeting. The District will keep all agenda item suggestions received from Committee members for future consideration.
2. All agendas shall include an item for a general public comment period.
3. In the event that an agenda item remains unresolved, a majority of the Committee may decide to continue any unfinished business at the next regularly scheduled meeting.

**5.3. Special Meetings** A special meeting is a meeting held in between regularly scheduled meetings when urgent or additional topics require a Steering Committee decision. Only items on the special meeting agenda may be discussed by the Committee and public comment can only address items on the agenda. Special meetings may be held as necessary and agreed upon by the majority of the Committee member and the District.

**5.4. Notice** Public notice of all Committee regular and special meetings shall be publicly posted on the District website and/or outside the District building. Regular meeting shall be publicly posted 72 hours prior to the upcoming regular meeting. Special meeting shall be publicly posted 24 hours prior to the upcoming special meeting.

**5.5. Attendance and Participation** Committee members or their alternates are expected to attend each Committee meeting in person or participate through a mechanism approved by the Co-Lead team and the District. When a member or their alternate has failed to attend three (3) consecutive meetings (without a leave of absence) or half the meetings in any twelve (12) month period, the Co-Leads shall be notified. The Co-Leads 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, which can include termination of serving on the Steering Committee.

1. Committee member may request a leave of absence. A request for a leave of absence shall be made in writing within 10 days of start of leave of absence to the Committee Co-Leads and the Clerk 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-Leads. A leave of absence shall not exceed three (3) months cumulatively.

**5.6. Quorum** A majority (more than 50%) of current members (or alternates) 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 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. No proxy or absentee voting shall be permitted, except as permitted under Section 3.4 Alternates rules.

### **5.7. Meeting Process**

1. Items on the agenda will be considered in order unless the Co-Lead announces a change in the order of consideration.
2. The Co-Lead will first introduce the agenda item and then pass it on to the responsible source of the report, such as the District, Committee member, or invited guests.
3. Members of the public may speak after recognition by the Co-Lead or the Facilitator. The public will have opportunity to comment either before or during Committee discussion of the item. Also see Section 5.19.
4. For a vote on an agenda item, a Co-Lead may make a motion or invite a motion to be made. A member of the Committee will make a motion and a Co-Lead will ask for a second. If the motion is unclear or additional discussion is needed, a Committee member may request for clarification at this time.
5. The Co-Leads will initiate a vote and announce the results for the record.
6. Confidential information such as sensitive personal information (details such as sharing employment information, personal financial information, health status, etc.) will not be subject to discussion or disclosure in open sessions of the Committee. Confidential information (financial disclosure) can only be discussed in a closed session (no public attendance) and any decisions from the closed session shall be announced in the open session.

**5.8. Motions** All official acts of the Committee shall be taken by a motion, duly made, seconded and adopted by a vote of the Committee members. Any Committee member, including the Co-Leads, can make motions and seconds.

**5.9. Voting** A quorum of Committee members must be present and eligible to vote. All actions of the Committee shall be adopted by a majority “yes” vote. A roll call vote must be held when requested by any Committee member in attendance.

**5.10. Motions to Reconsider** If a Committee member wishes to reconsider an agenda item that was previously voted upon, the following process must be followed.

1. A motion to reconsider on a previously decided agenda item may not be made at the same meeting in which the item was voted upon. The Committee member who would like the item reconsidered must wait until the following meeting to make the motion.
2. The Committee member who wishes to reconsider the item must inform the Co-Leads and the Clerk of his/her request with an explanation for the reconsideration before the next meeting. The request for reconsideration will be added to the next meeting agenda.
3. The Committee member making the motion must have previously voted with the majority of the Committee on the agenda item they would like to have reconsidered. If they voted for the minority opinion, they cannot request reconsideration. If the item was a hearing required by law, a motion to reconsider may not be made.
4. The approval of the motion to reconsider must pass by a super-majority vote (at least 2/3) of the Committee before any reconsideration can be taken. If the super-majority of Committee members do not vote in favor to reconsider the item, then the Committee member may request a note be added into the meeting minutes acknowledging their wish to change their vote.
5. If the Committee vote in favor of reconsidering the agenda item, then a revote must occur at the next regular meeting. This is to ensure that all Committee members are aware that the item will be reconsidered, and all members have the opportunity to attend. The revote will replace the Committee’s previous decision. Following this process means the revote of a previously decided agenda item must be at least two meetings after the original vote.

**5.11. Disqualification from Voting** A Committee member shall be disqualified from voting on any matter in which he/she has a financial interest. See Attachment C (Conflict of Interests) of this Charter.

**5.12. 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 Clerk.

**5.13. Meeting Materials** The District shall make meeting materials available to Committee members and the public prior to or by the Steering Committee meetings. The meeting materials will be available on the District website and provided at in-person Steering Committee meetings.

1. If any Committee member would like to pass out information or provide a report to the Committee regarding an agenda item, the member must provide the materials to the Clerk at least 48 hours prior to the meeting for distribution to the Committee, unless otherwise stated by a determination and prior vote of the Committee to change the deadline of submissions.

**5.14. 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).

**5.15. Adjournment** The Committee may adjourn any meeting to a time and place specified in the motion of adjournment, notwithstanding less than a quorum may be present. If no members of the Committee are present at regular or special meeting, the Clerk may declare the meeting adjourned to a stated time and place.

**5.16. Annual Report** A draft of any annual report prepared by the District will be provided to the Committee before it is finalized or presented to the District Board. The report will highlight the activities, accomplishments, and future goals of the Committee.

**5.17. Progress Reports** Progress reports and recommendations about work of the Committee will be provided to the Committee before it is presented to the District Board.

**5.18. Communications from the District** Committee members must sign up for and remain on both the Community Air Protection and Steering Committee listservs to ensure they are informed of all events relating to the Committee and the Community Air Protection program.

**5.19. Public Participation** Public participation in Committee meetings shall be allowed as follows. A member of the public can be asked, but shall not be required, to register their name, to provide other information, or to complete a questionnaire.

1. An opportunity for members of the public to directly address the Committee on any item voted upon by the committee on the agenda shall be provided before or during the Committee's consideration of the item.
2. The agenda will provide for a public comment on items not on the agenda which are within the subject matter jurisdiction of the Committee following the New Business agenda item and during the general public comment agenda item.
3. The Co-Leads 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.

**5.20. Stipend** Stipends will be determined annually by the District. The consideration of stipend amount for each eligible Committee member is dependent on availability of funding. See Stipend Policy in Attachment E of this document.

## **ARTICLE VI. SUBCOMMITTEE MEETINGS**

**6.1. Authority** All subcommittees and workgroups established by the Committee are advisory only. These subcommittees and workgroups will be established by a majority vote of the Committee. All subcommittees or workgroups may be dissolved at any time by the majority vote of the Committee.

**6.2. Appointment** The Co-Leads will appoint a Steering Committee member and an Alternate to be the sub-committee lead. All sub-committees will be composed of less than a quorum of Steering Committee members.

**6.3. Subcommittee Meetings** Meetings of Subcommittees/workgroups shall be held at times and places determined by agreement of the subcommittee. A majority of those Committee members assigned to a Subcommittee shall constitute a quorum. Subcommittee/workgroup meetings are not considered a regular meeting.

## **ARTICLE VII. COMMITTEE MEMBERS 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 this Article.

**7.2. General Conduct of Committee** Members will:

- a. Treat each other and everyone with courtesy, respect, refrain from disruptive behavior, personal attacks, and derogatory comments;
- b. Be fair, impartial, and unbiased towards committee members, the public, and the District;
- c. Use the speaker sequencing system identified by the Co-leads for an agenda item. The speaker sequencing system will allow all members the opportunity to speak. Any member who wishes to speak must wait to be acknowledged by the Co-Leads before speaking;
- d. Strive to hold each other accountable for following the general conduct of the committee.
- e. Move to require the Co-Leads to enforce the codes of conduct, and the Co-Leads shall do so upon a request from a member;
- f. Preserve order and decorum during the meeting; including not to delay or interrupt the proceedings or the orderly conduct of the Committee, or disturb any member while speaking, by conversation or otherwise, or disobey the meeting instructions of the facilitator, or the Co-Leads, except as otherwise provided in this document.

**7.3 Conduct with Committee Decision Process** Members will: value each other's time and 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. The minority opinion will have the right to dissent from, protest, or comment upon any action of the committee. Committee members will 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. Each member is to respectfully assist the Co-Leads' exercise of the affirmative obligation 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, Boards and Commissions** Members who are representing the Committee will do the following when working with outside entities, including but not limited to agencies, boards, commissions, non-profit groups, legislative bodies, research groups, etc.:

1. Represent a positive image of the Committee;
2. Treat all members of the organization, agencies, boards, and commissions, etc. with appreciation and respect;
3. Show tolerance and respect for other agencies' opinions and issues and, if necessary, agree to disagree;
4. Represent only the official adopted policies or positions of the Committee;
5. If a member chooses to express their own opinions and positions, the member must explicitly state when their opinion/position do not represent the Committee. The representing member must not allow or infer that his/her personal opinions are those of the Committee.

Committee members do and have the ability to advocate or discuss issues that have been adopted by or are the standing policy of the Committee. Any member that has been requested to represent the Committee and/or as a Committee member with outside entities must notify the Committee and the Clerk prior to specifically going as a representative of the Committee so all Committee members can be informed.

## **ARTICLE VIII. AMENDMENTS AND DECISION-MAKING PROCESS**

### **8.1 Decision Making Process** See Attachment D

Our goal is to build a process that lets all voices be heard and understood. That will not always result in agreement from all participants. The goal of consensus building will also be required to address difficult problems or concerns where agreement is not easy to achieve. Incorporating this process will help our decisions be more inclusive, democratic and have more accountability.

**8.2 Amendments** This Charter will be reviewed annually by the Committee. 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 proposed for District review and then adopted by a vote at a noticed Committee meeting. Should there be major revisions needed, the Committee will form a working group/subcommittee that will draft needed changes to be considered by the full Committee. The Draft will be: a) Distributed to all Committee members, b) Placed on the AB 617 Committee Web page, c) provided for District review and consideration, and d) Added to the Agenda for a future Committee meeting where the changes will be discussed publicly and voted on if the Committee determines it is ready for a vote.

## **ARTICLE IX. ATTACHMENTS**

The list of attachments below is referenced in the Charter.

- A. Application Selection Process
- B. Participant Agreement
- C. Conflict of Interest Statement
- D. Decision-Making Tools “Consensus Building”
- E. Stipend Policy

This Amended Charter was approved by the South Sacramento-Florin Community Steering Committee and Sacramento Metropolitan Air Quality Management District on (date)

## **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 up to 15 members seeking to create a balance of perspective provided by the following criteria:

1. A 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, no more than one-third of the total voting 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 any 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. (Must meet A and B below)
  - 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 the South Sacramento-Florin Steering Committee Participation Agreement (Attachment B).
  - 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, which now renders the them no longer eligible.

7. Government officials can serve as participants in the committee in an advisory role unless approved as a voting member.

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 community members, local elected representatives in the city and county, business associations and CBO's operating within the defined community boundaries.

## **Attachment B: South Sacramento – Florin Steering Committee Participation Agreement**

By signing this document, I agree during my term of service 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 of the CSC 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 community health.
  
- Provide strategic guidance, vision and oversight including but not limited to:
  - Informing the development and implementation of Program(s) including Community Monitoring Plan and/or Community Emission Reduction Program.
  - Use of data analysis to help inform strategies to reduce unhealthy 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.
  - Committing to attending 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.

Identify your affiliation:

1. How are you a community member? (Check all that apply)
  - I am a resident living within the defined boundary.
  - I work at a business within the defined boundary .
  - I own a business within the defined boundary.
  - I am a representative of a Community-Based Organization that operates within the defined boundary.
  
2. Representing or speaking on the behalf of (Check all that apply):
  - Myself
  - Community-Based Organization. Please specify: \_\_\_\_\_
  - Academia/Education/Healthcare. Please specify: \_\_\_\_\_
  - Business, business association, or labor organization.  
Please specify: \_\_\_\_\_
  - Elected official's office from within the community boundaries.  
Please specify: \_\_\_\_\_
  - Other. Please specify: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**If you are representing or speaking on behalf of an organization or business specified in question no. 2, the responsible person of the organization or business is required to complete to the following:**

By signing below, I, as a responsible person of the organization or business identified below, authorize that the Primary or Alternate Steering Committee member represents and speaks on the behalf of my organization or business. I understand that the Primary and Alternate Steering Committee member has agreed to abide by all conditions of the South Sacramento-Florin Steering Committee (CSC) Charter. I also understand that the Primary and Alternate Steering Committee member has agreed to follow the principles, goals and expected conduct of the CSC 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.

Name of organization or business: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 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. Note: 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. **An actual 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** 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: \_\_\_\_\_

**Attachment D: Decision-Making Tools “Consensus Building”**

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



## Decision-Making Approach

### 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:

|                                  |  |
|----------------------------------|--|
| <b>Unqualified Support:</b>      | Full agreement with all aspects of a proposal  |
| <b>Strong Support:</b>           | Support for all or most aspects of a proposal.   |
| <b>General Support:</b>          | 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.   |
| <b>Qualified Disagreement:</b>   | Significant disagreement with one or more aspects of 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. |
| <b>Fundamental Disagreement:</b> | Disagreement with aspects of proposal. Not will to support of live with the proposal as it stands<br>Members with this opinion must suggest alternative that move the proposal toward accommodating the interests off all.   |
| <b>Abstention:</b>               | 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.

## Attachment E: Stipend Policy

### **South Sacramento-Florin Community Steering Committee (CSC) Members Stipend Agreement** **Effective: Month Date, Year**

The Sacramento Metropolitan Air Quality Management District values CSC members time and participation in the AB 617 planning process. This stipend agreement covers Start Month Year through End Month Year. Stipends will be provided for CSC members who attend a regularly scheduled CSC meeting and meet the following:

- Arrive at (or log into for video) meetings within 30 minutes of the scheduled start time of meetings;
- Remain participating in person or via video (for remote meetings) to within the last 30 minutes of the scheduled end time; and
- Are not already being compensated through their work or organization for participation in the CSC

Stipends are not available for ad-hoc, sub-committee, or sub-group meetings/events. Future stipends will be considered on a year to year basis contingent upon funding from the state. Stipends in the amount of \$75<sup>1</sup> per regular Community Steering Committee meeting will be provided as follows:

- Stipends will be provided to those who meet the criteria above
- A maximum of 12 stipends for regular meetings per calendar year
- Stipends limited to one meeting per month
- In total, a CSC member may be eligible for up to a maximum of \$900<sup>1</sup> per calendar year (12 meetings x \$75<sup>1</sup>/meeting)
- All CSC members must complete and sign this agreement and a **Payee Data Record** (in lieu of a W9 form, <https://sacramentoaqmd.seamlessdocs.com/f/PayeeDataRecord>) to receive a stipend. CSC members may opt out of receiving a stipend.

Payments for stipends will be processed at the end of the quarter (March, June, September and December). The payment will cover the meetings attended in the past quarter.

#### **Acknowledgement** (to receive a stipend)

By signing below, I hereby certify that:

- 1) I am not already being compensated through work or organization for participation in the CSC.
- 2) I understand that a stipend may be considered income for tax purposes and that I will receive a Form 1099 from the District if I receive in excess of \$600 in a calendar year.

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

<sup>1</sup> Monthly stipend amount and annual maximum will be established by the District annually