

# REDWOOD COAST ENERGY AUTHORITY COMMUNITY ADVISORY COMMITTEE CHARTER

Adopted 6-20-16, Revised 8-21-18, 5-10-22, 8-22-2024

## Public Engagement Process

### Purpose of Redwood Coast Energy Authority

The Redwood Coast Energy Authority (RCEA) is a Joint Powers Authority whose members include the County of Humboldt, the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad, and the Humboldt Bay Municipal Water District.

RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region.

### Purpose of Public Engagement

- Provide clarity to the public and the board on RCEA programs, particularly the Community Choice Energy Program (CCE)
- Provide education to increase understanding and awareness of RCEA programs
- Build trust and confidence in the programs with the public
- Create inclusion for members of the public so they are—and feel—heard and understood
- Build community support for RCEA programs
- Provide input to the board and staff before decisions are made
- Engage a broad diversity of community stakeholders
- Ensure that RCEA decisions are made in alignment with explicitly stated criteria

### Goals and Desired Outcomes of Public Engagement

- Community enthusiasm and support for RCEA decisions
- High participation in the public engagement process
- Establish and maintain high standards for public engagement strategies and processes
- High CCE customer participation rate (>90%)

## RCEA Public Engagement Principles

### Accountability and Transparency

RCEA will enable the public to participate in decision making by providing clear information on the issues, the ways to participate, and how their participation contributes to the decision.

### Fairness and Respect

RCEA will maintain a safe environment that cultivates and supports respectful public engagement.

<b>Accessibility</b>	RCEA will respect and encourage participation by providing ample public notice of opportunities, resources, and accommodations that enable all to participate.
<b>Predictability and Consistency</b>	RCEA will prepare the public to participate by providing meeting agendas, discussion guidelines, notes, and information on next steps.
<b>Efficient Use of Resources</b>	RCEA will balance its commitment to provide ample opportunities for public involvement with its commitment to delivering government services efficiently and using RCEA resources wisely to make effective forward progress on RCEA's goals.
<b>Evaluation</b>	RCEA will monitor and evaluate its public participation efforts to identify and act on opportunities to improve its processes.

## Charter of the Community Advisory Committee

<b>Role</b>	<ul style="list-style-type: none"> <li>▪ The role of the Community Advisory Committee is to support RCEA public engagement efforts and to provide decision-making support and input to the RCEA Board.</li> <li>▪ The Community Advisory Committee is a Brown Act body and will abide by that Act's open meeting rules.</li> <li>▪ When the need arises, the committee will help plan and conduct community meetings to educate and/or get input from the public on RCEA programs. This may include: <ul style="list-style-type: none"> <li>• Helping develop the content and process for the meetings</li> <li>• Participating in and assisting with facilitating the meetings</li> <li>• Understanding and summarizing the feedback from the meetings</li> <li>• Providing the RCEA Board with a synthesis of the feedback from the meetings</li> <li>• Making recommendations to the board based on the feedback from the meetings.</li> </ul> </li> </ul>
<b>Advisory Committee Decision-Making Process</b>	<p>It is the intent of the Community Advisory Committee to reach consensus in recommendations to the RCEA Board. In other words, every Advisory Committee member:</p> <ul style="list-style-type: none"> <li>▪ Understands the decision</li> <li>▪ Has had a chance to express their concerns</li> <li>▪ States that they are willing to actively support the decision(s).</li> </ul> <p>Every effort will be made to reach consensus. When consensus on any recommendation cannot be reached in a timely fashion and there is significant disagreement over direction, the decision will "fallback to" and be made by an affirmative vote of a majority of its members in attendance provided a quorum is present. This vote will be conducted by roll call. In the event of a "fallback decision," the board will request that the broad range of thinking underlying the recommendations be reported, including a summary of dissenting opinions. The RCEA Board will make the final decision.</p>

**Advisory Committee  
Decision-Making  
Process (continued)**

Quorum to conduct business is 50%+1 of the appointed committee membership.

This committee is advisory in nature and shall have no final decision-making authority. Any activity or recommendation from this committee requiring policy direction or action shall be presented to the Executive Director and/or the RCEA Board Liaison who will refer the request to the board.

**RCEA Board Liaison  
Member(s) Role**

- Contribute content knowledge and board perspective
- Encourage participation and help create a civil, collaborative environment
- Communicate committee recommendations and perspectives to the board
- Participate as a non-voting committee member.
- Attend all agreed-upon meetings. If the Board liaison is unable to participate, they will request that the alternate Board liaison attend the meeting.

**Committee Member's Role**

- Participate actively and fully in committee work to achieve the charter
- Surface issues and work to resolve them collaboratively
- Take responsibility for assignments between meetings and preparing for meetings
- Actively solicit and encourage participation in community meetings
- Actively challenge themselves to understand different perspectives on the committee and from the public
- Attend all agreed-upon meetings. If a committee member is unable to participate fully and has frequent absences, the board will replace the member.
- Appointments are two years long, staggered, and expire on March 31<sup>st</sup>.

**Chair/Vice Chair Roles**

- The duty of the chair will be to:
  - Facilitate meetings, or request staff assistance to facilitate meetings
  - On an as-needed basis, call special meetings between regularly scheduled meetings
  - Encourage participation and help create a civil, collaborative environment
  - Make sure each committee members' thoughts and ideas are heard and that input and feedback from the public is fairly considered for each discussion item

- Help group stay focused on task and build agreements.
- Vice chair fulfills these roles when the chair is unavailable.
- Individual nominations for each role will be made at a regular or specially scheduled CAC meeting.
- The election of the chair and vice chair shall be held during the first quarter of each calendar year.
  - The term shall be one year, expiring on March 31<sup>st</sup>.
  - No member will be allowed to serve as chair or vice chair for more than two consecutive terms.
  - Selection of nominees will follow the CAC decision-making process outlined above. Should consensus or super-majority not be possible, the CAC will appoint the member with the most votes to the role of chair and the member with the second-highest vote count to vice chair.

### **RCEA Supporting Staff Roles**

- A staff member or members will capture committee members' and the public's ideas during meetings and document meeting notes.
- Staff will provide guidance and content expertise, or request content advice and expertise from technical experts as needed.
- Provide support for scheduling and noticing meetings, transcribing notes, preparing documents for the committee and board.
- Help plan and facilitate committee and community meetings.

### **Proposed Ground Rules**

- Listen carefully — try to understand, **first**.
- Ask questions to increase your understanding of others' points of view.
- Be open to divergent views.
- Keep the "good of the whole" in mind at all times.
- Help the group stay on track.
- Share the "air time."
- One speaker at a time (avoid interrupting each other).
- End group meetings with an evaluation of how you are doing as a committee.
- Have fun!

### **Meeting Procedures**

- Plan outcomes and agenda for each meeting beforehand.
- Review and agree on outcomes and agenda at start of each meeting.
- Close each meeting by summarizing agreements, action items and evaluating committee functioning.
- Distribute meeting notes within a reasonable amount of time following each meeting.
- Distribute meeting agendas prior to the meetings.