

Att. B - Original Commission Charter (2022)

Yolo County Climate Action Commission Charter

Approved by the Board of Supervisors on March 22, 2022

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Introduction

On September 29, 2020, the Yolo County Board of Supervisors (Board) passed a resolution (Resolution No. 20-114) declaring a climate crisis requiring an urgent and inclusive mobilization of public and private resources to initiate a just transition to an inclusive, equitable, sustainable, and resilient local economy while also supporting and advocating for regional, national, and international efforts necessary to reverse the climate, social justice, and economic crises.

The emergency resolution called for the creation of an advisory body charged with engaging the broader Yolo County community to ensure inclusivity in the development and implementation of the Yolo County Climate Action Plan (CAP). The advisory body would include representation from vulnerable, marginalized, and underrepresented communities, from cities and other appropriate jurisdictions, from community organizations and from experts in the field of climate change.

This document provides the purpose, structure, and protocols for the advisory body, hereafter referred to as the Yolo County Climate Action Commission (Commission).

Purpose

The Commission's charge is set forth in Board of Supervisors (Board) Resolution No. 20-114 (Attachment A) as well as the Board May 4th, 2021 [staff report on the Commission](#). As specified in the emergency resolution, the Commission's primary purpose is to make recommendations guided by science, data, best practices, equity, and justice to the Board on the development and implementation of the Yolo County CAP. The CAP will include actionable County strategies to both mitigate climate change through reduced greenhouse gas emissions and help protect the County's residents and natural resources from the increasing likelihood of significant climate change impacts. The Commission will research, identify, analyze, prioritize, and promote policies, projects, and programs which advance the goals contained in the September 2020 resolution, which sets a countywide target for obtaining a carbon negative (climate-positive) footprint by 2030. The Commission shall deliver their recommendations for consideration in the draft CAP in a report to the Board of Supervisors by the December 2022 Commission meeting, which is approximately one year after the Board of Supervisors adopted the Commission charter. The Commission will also provide comments on the draft CAP. Upon adoption, the Commission will advise Yolo County and the cities regarding implementation of the plan. The Commission scope does not include review of the climate impacts of development projects.

Membership

The Commission shall have nine to eleven voting members. The Commission has a finite limit on its voting members but does not include a membership limit for non-voting members that will

participate in the development of the new CAP. Commission members will serve a minimum two-year term with a three-term limit. Commission officers will be responsible for administering and coordinating the Commission.

The Commission will receive support from County staff and the Board Subcommittee on Climate, who will serve as non-voting liaisons between the Commission and the Board. Additionally, one ex-officio non-voting representative from the University of California, Davis and one representative from the Yocha Dehe Wintun Nation will serve on the Commission. The Board may add additional ex-officio members at their discretion, including as a result of a Commission recommendation.

Member Selection

The Board appoints seven members, as shown in the table below. The five appointed supervisorial district community members and two Board appointed leads appoint the two at-large community members. The nine Commission members may appoint up to two additional climate scientists/subject matter experts. The Board or the Commission will also fill vacancies consistent with the process outlined in the table. Any member of the Commission, including Commission-appointed members, may be removed by majority vote of the Board of Supervisors in its sole discretion.

Category of membership	Number of members	Appointment	Voting status
Supervisorial District Community Members	5	Appointed by Board of Supervisors	Yes
At-large Community Members	2	Appointed by Commission	Yes
Technical Lead (Climate Scientist/Subject Matter Expert)	1	Appointed by Board of Supervisors with staff recommendation	Yes
Climate Scientists/Subject Matter Experts	2	Appointed by Commission	Yes
Environmental Justice Lead	1	Appointed by Board of Supervisors with staff recommendation	Yes
Total	9 - 11		

Member Duties

Commission members are volunteers who represent Yolo County's diversity and the landscape of community-based organizations working across the County. The Commission seated in 2021 recommended the Charter for approval by the Board and future Commissions may recommend updates to the Charter by a two thirds majority vote at any time. Members shall actively participate in the work of the Commission, and will be responsible for making recommendations to the Board to update and implement Yolo County's CAP. The specific duties of Commission members include:

- Attend regular or ad-hoc Commission meetings as prescribed;
- Participate in at least one Working Group;
- Facilitate cooperation, communication, and active engagement of County stakeholders and institutional partners;
- Conduct research and develop proposals to inform the Yolo County CAP;
- Advise the County in setting policy and program priorities;
- Inform the development of metrics to measure the effectiveness of Yolo County CAP strategies and, upon request, help assess the impact of plans and projects against those metrics;
- Advocate for policies and programs at the state and federal level consistent with the County's goals;
- Elevate the visibility of the CAP through community outreach and engagement;

Member Resignation

Commission members are expected to serve their entire two-year term. Commission members who wish to resign before their term ends shall communicate their intention to resign to County Staff, the Commission Chair, and the Clerk of the Board in writing. When a vacancy occurs, the Chair of the Commission and/or County staff will work to appoint a new Commission member per the member selection process described above. The Chair of the Commission will send a letter to any Commission member who is absent without reasonable cause from three successive meetings informing the member they have automatically resigned their seat. The Chair of the Commission and/or County staff will work to appoint a new Commission member per the member selection process described above.

Officers

The Commission officers are the Chair and Vice Chair. Officers serve one-year terms. Voting commission members will select a Chair and Vice Chair by a majority vote. All officer appointments shall take place at the last meeting of the calendar year.

The **Chair** shall:

- Facilitate Commission meetings, including call to order, roll calls, approval of minutes, and handling motions;
- Set Commission agendas in coordination with other officers, County staff, and Board Subcommittee on Climate;
- Help guide and mediate Commission actions with respect to Commission and the County's priorities;
- Appoint working group leads in consultation with other Commission members;
- Respond to recommendations and reports submitted to the Commission in coordination with Vice Chair.

The **Vice Chair** shall:

- Co-facilitate Commission meetings with the Chair as needed and perform Chair responsibilities when the Chair is not available;
- Assist in guiding and mediating Commission actions with respect to program priorities and governance concerns;
- Provide full support as needed to the Chair to efficiently fulfill Chair responsibilities
- Perform any other duties as may be prescribed by the Commission.

Commission Meetings

Meetings of the Commission shall be publicly noticed, open to the public and adhere to all the provisions as set forth in the Ralph M. Brown Act (Government Code Section 54950 et. seq.). Each Commission member is required to complete Brown Act training provided by Yolo County.

Regular Meetings

The Commission will hold regular meetings a minimum of six times per year. The Chair decides, in consultation with the Vice Chair and County staff, if more frequent meetings are needed. County staff will provide Commission members with at least a 15-day notice (and more commonly 30 days) of upcoming meetings. The public shall be notified of Commission meetings according to applicable law and County procedures. Meetings may be conducted by video or teleconference, as authorized by law.

Special Meetings

Special meetings of the Commission may be held at any time upon the call of the Chair, the Vice Chair, or any quorum of the Commission. Notice of special meetings shall be in accordance with applicable law and County procedures.

Quorum

A majority of Commission members shall constitute a quorum for the conduct of Commission business. The Commission Chair shall be counted for the purpose of determining a quorum. A quorum must exist for any decisions or votes made or undertaken by the Commission. Should a quorum not exist, the Chair may, in the Chair's discretion, reflect in the meeting minutes any general discussion and any consensus of the Commission members present at the meeting.

Minutes

To reduce the administrative burden for Commission members, County staff are responsible for taking and distributing meeting minutes. Meeting minutes will include a summary of action items and decisions made by the Commission. County staff shall email Commissioners a draft of the minutes two weeks after each meeting. Commissioners shall review the draft minutes and send any requested correction to County staff before the subsequent meeting. Staff shall prepare a final draft of the minutes for Commission consideration and approval at subsequent Commission meetings. Following Commission approval of the meeting minutes, County staff shall post them on the Commission website.

Recommendations and Decision-making

The Commission is established to enhance the strategic planning and effectiveness of Yolo County's CAP by providing recommendations and action proposals to the Board regarding the CAP. The Commission will adhere to a simple majority of those present model of decision-making. The final recommendation will be entered into the formal record of the discussion and formal recommendations on the CAP will be submitted in writing to the Board.

Conduct of Business

The business of the Commission shall be in accordance with the following provisions:

1. **Rosenberg's Rules of Order.** Commission meetings shall be governed by the Rosenberg's Rules of Order to the extent they are consistent with laws, County and Commission charter, and applicable County policies and procedures.
2. **Suspension of Rules.** Rules and procedures may be suspended by two thirds vote of the Commission members present. Only discussion may occur during suspension of rules. Rules must be reinstated prior to the Commission taking a formal action.
3. **Voting, Motions and Recording.** Voting on any matter shall be by voice vote. Upon request of any Commission member, the Chair shall repeat the motion and name the mover and the seconder immediately preceding a vote by the Commission. There shall be no voting by proxy and each member, and the Chair shall be entitled to only one vote on any issue. Commission members shall personally participate in Commission

meetings. Discussion and voting by electronic or other remote means is not permitted outside of Commission meetings, other than through participation via video- or teleconference, as noticed on the agenda and authorized by law.

Public Participation

All Commission meetings shall be open to the public and shall be held in locations that are accessible to the public per the Brown Act. Public comment shall be accepted for each substantive agenda item, and the Chair may, subject to challenge by a majority of the members, impose reasonable limitations on public discussion on any agenda item. Public participation at a Commission meeting relative to specific agenda items should, to the extent possible, present new information not previously made available to the public. A speaker time limit may be enforced at the discretion of the Chair.

Working Groups

The May 2021 Yolo County Board staff report proposed a working group structure to support the work of the Commission. As described in that report, County staff envision the Commission will require its members to further action items between meetings and to report back on any progress at regularly scheduled Commission meetings. Staff intend to use working group meetings to facilitate conversations between the Commission and other agencies involved in matters related to climate change and sustainability, and to report on actions that Yolo County departments have planned or are currently involved in.

The process for creation, structure, and responsibilities of members of Commission working groups is described below.

Working Group Creation

- The Commission may establish ad hoc working groups focused on selected topics to advance the goals set forth by Resolution No. 20-114 at a regularly scheduled meeting.
- The Commission may ask community members with expertise in a particular area to join the working groups, including community members who applied to the Commission.
- One Commission member will serve as the Commission liaison for each working group and will be responsible for selecting members to serve on the working group, with concurrence from County staff and the Commission.
- The Commission liaison for each working group will ensure the appropriate level of expertise for each working group, either through the development of an application, and interview process, or other means of determining appropriate expertise to serve on the working group.

Working Group Members & Structure

- Yolo County staff will coordinate working group meetings, including development of agendas, materials, and meeting summaries. Yolo County staff also will follow up on action items.
- One Commission member must serve as the Commission liaison of each working group and be in attendance for each working group meeting. If they cannot attend, they must designate another Commission member to attend in their absence.
- Each working group will have a Chair responsible for coordinating meetings and agendas with County staff.
- Each working group will consist of no more than six members.
- Working groups will meet as needed.

Working Group Responsibilities

- Working groups will review each sector and recommend strategies and actions to advance and ensure consistency with Resolution No. 20-114 regarding the Climate Commission and updated Climate Action Plan and the existing Yolo County Climate Action Plan and develop realistic timelines for implementation.
- Commission working group liaisons are responsible for submitting findings and recommendations to County staff and the Commission in a written report.
- County staff may recommend revisions to working group strategies and actions to ensure the County can implement the proposals efficiently and effectively.
- Commission liaisons are responsible for reporting back on the progress of their working group at regularly scheduled Commission meetings.

Conflict of Interest

Commission members are expected to devote their best efforts to the interests of Yolo County. Since the Commission is advisory in nature and does not make decisions for Yolo County, Commission members are not likely to encounter a financial conflict of interest. Yolo County recognizes all Commission members, as is expected and encouraged, work for external organizations. However, to avoid the appearance of a conflict of interest, during Commission meetings, Commission members are expected to disclose any business dealings or personal interests which may be affected by the agenda item being considered by the Commission.

Charter Amendments

The original Charter and all subsequent amendments must be approved by the Board of Supervisors. Amendments initiated by any Board member do not require a recommendation by the Commission. Amendments to this Charter proposed by the Commission must be

recommended for approval to the Board of Supervisors by a two thirds majority vote of Commission members present at the Commission meeting where approval is sought.

ATTACHMENT A

Board Resolution 20-114