

Community Advisory Committee

Standard Operating Procedures

The purpose of the San Diego Community Power (SDCP) Community Advisory Committee is to advise the SDCP Board of Directors on the operation of its Community Choice Aggregation program and provide a venue for ongoing citizen support and engagement, as stated in section 5.10.3 of the SDCP Joint Powers Authority (JPA) Agreement.

This document provides policies and procedures for the Community Advisory Committee (CAC) on how the CAC operates and interacts with SDCP staff and the Board. The following procedures are included:

- Running CAC meetings
- Interacting with SDCP Staff
- Interacting with SDCP Board of Directors
- Interacting with the Media
- Communications with External Agencies
- Adding Agenda Items to Board of Directors Meetings
- Adding Agenda Items to Community Advisory Committee Meetings
- Requesting Information to Support CAC Work
- Creating Ad-Hoc or Subcommittees
- Updating the CAC Work Plan
- Conducting Outreach and Representing SDCP to the Community
- Resignation or Removal

Running CAC Meetings

Meetings of the CAC will comply with the Ralph M. Brown Act (Government Code § 54950, *et seq.*) and the CAC will only conduct business when a quorum consisting of more than 50% of the appointed CAC members are present. Due to the stay-at-home order, meetings will be via Zoom until further notice. The CAC may act by motions approved by a majority of the quorum present at a meeting. Motions resulting in a tie vote or less than a majority will represent a failed motion.

Responsibilities:

- Chair:
 - Serve as the primary liaison and spokesperson for the CAC
 - Support SDCP Staff with setting the CAC agenda
 - Guide the CAC in developing an annual workplan consistent with the CAC scope and supported by the Board of Directors
 - Determine if meetings are required or if a meeting should be canceled

- Run CAC meetings (ensure that all CAC members and community are heard, work to keep meetings to allotted time, as well as manage public comment submissions)
- Determine which specific agenda items from the upcoming Board of Directors meeting will be prioritized during the CAC meeting
- Work with staff to gain access to Zoom in hosting the CAC meetings. In the event that stay-at-home orders are lifted and an in-person meeting is necessary, the Chair will work with staff to determine a suitable meeting location
- Represent the CAC to the Board to provide updates, submit information, or respond to Board requests
- Represent the CAC to other organizations or at events, as appropriate
- Vice-Chair: Take over the CAC Chair responsibilities in the event the Chair is not available
- Secretary:
 - Take attendance and meeting notes
 - Work with SDCP staff to ensure meeting agendas are finalized and posted online
- Members:
 - Attend each meeting or inform SDCP staff and the CAC Chair if they will be late or absent
 - Review any information provided in advance and come to the meeting prepared
 - If requested and where feasible, participate in sub- or ad-hoc work groups that may be established to cover specific topics
 - Represent the interests of their communities at the CAC and share information about the CAC with their communities
- SDCP Staff:
 - Create a draft agenda for each meeting and finalize with CAC Chair
 - Notice CAC meeting according to Brown Act requirements
 - Support Secretary in posting the CAC meeting agenda at least 72 hours before a regular CAC meeting or 24 hours before a special meeting
 - Provide general support and respond to questions during CAC meetings as needed
 - Communicate any CAC recommendations to the Board so they have a chance to review prior to Board of Directors meetings

The CAC will seek consensus where possible. Where consensus is not reached, the Chair will seek to communicate diverging views in delivery of the recommendation to the Board.

Election of Officers

Officers may be nominated or self-nominated and elected every July meeting by a simple majority vote of the CAC. The terms will be for each calendar year, with the option for officers to be re-elected for up to three terms. Representatives required for a singular function or service may be nominated or self-nominated and elected by a simple majority vote of the CAC when the need arises, for a term defined by the singular function or service.

Interacting with SDCP Staff

The CAC Chair is the primary liaison to SDCP staff for all matters related to the CAC.

Interacting with SDCP Board of Directors

The CAC Chair is the primary liaison to SDCP staff and the Board for all matters related to the CAC. It should also be noted that the CAC Chair may also be called upon by the Board Chair to speak on various matters.

Interacting with the Media

Any media inquiries that CAC members receive shall be redirected to SDCP Staff.

Communications with External Agencies

Section 5.10.3 of the SDCP JPA Agreement states that the CAC is an advisory body to the SDCP Board of Directors. Accordingly, the CAC shall not provide comments or similar communications on behalf of SDCP or the CAC to external agencies on its own. However, the CAC may provide recommendations on external matters for the Board to consider.

This provision does not limit or affect the right of individual members of the CAC to communicate with external agencies in their personal, non-CAC capacities.

Adding Agenda Items to Board of Directors Meetings

There are two ways that the CAC may bring items to the attention of the Board at a Board meeting:

1. **Standing Board Agenda Item:** CAC Report. The CAC report may be a standing item on the Board agenda, in which the CAC Chair or CEO reports on updates related to a recent CAC meeting. Consistent with the Brown Act, items raised during the CAC report may not result in extended discussion or action by the Board unless agendaized for a future meeting.
2. **Suggesting Board Agenda Items:** The CAC may suggest agenda items for a Board of Directors meeting agenda. Such agenda items would allow extended discussion or action by the Board. These must have prior approval of the SDCP Chief Executive Officer and the Chair of the Board of Directors to be added onto

the agenda. If approval is provided, staff must be given at least 5 days before the date of the Board meeting to work with the CAC to draft any memos and materials necessary.

Adding Agenda Items to Community Advisory Committee Meetings

CAC members shall suggest agenda items be added to CAC meetings by sending them to the Chair and the Chief Executive Officer (or other designated staff member assisting the CAC). This will create a streamlined process where the Chair and SDCP staff can collect these requests and discuss them for final inclusion on the CAC agenda.

Requesting Information to Support CAC Work

The CAC may make formal requests for information from SDCP staff in support of the CAC's annual workplan and agenda items, and SDCP staff shall make every reasonable effort to provide requested information in a timely fashion in order to allow the CAC to make the most informed decision possible.

Notwithstanding the foregoing, requests by the CAC for information and/or research will be channeled through the Chief Executive Officer, and any requests for information and/or research that entail substantial staff time or cost will be channeled through the Board for the Board's consideration and formal direction.

Independent of a formal request for information from the CAC, individual CAC members may request information, which will be provided in accordance with the California Public Records Act.

Creating Ad-Hoc or Subcommittees

The CAC may create ad-hoc committees or subcommittees to address issues more in depth outside of CAC meetings and bring findings or recommendations back to the full CAC.

Ad-Hoc committees are temporary committees appointed for a specific purpose, such as updating the work plan. The CAC may establish temporary ad hoc advisory committees that: (a) are composed of less than a quorum of the CAC, (b) have no continuing subject matter jurisdiction, and (c) have no meeting schedule fixed by motion or other formal action of the CAC. Such temporary ad-hoc committees are not subject to Brown Act noticing and meeting requirements.

Standing subcommittees are permanent subcommittees created to review long-term issues, such as rates or budget. Because meetings of such subcommittees must be publicly noticed and agendaized consistent with the Brown Act (and therefore require SDCP staff time), CAC requests to establish subcommittees are subject to Board approval and direction.

The CAC Chair will seek volunteers during a CAC meeting to form an ad-hoc or subcommittee. The CAC Chair will work to ensure all CAC members have a chance to participate on various groups as formed throughout the year.

Creating and Updating the Work Plan

The CAC will adopt a Work Plan that aligns with the CAC scope provided by the Board of Directors. This shall be updated annually from the date that the first version is adopted. The Work Plan shall be approved the Board.

Conducting Outreach and Representing SDCP to the Community

The CAC Scope of Work states that Community Advisory Committee will, under the direction of the SDCP Board of Directors and authorized SDCP staff: “plan for and engage in community events and special projects as appropriate; and, serve as an information-channel back to their communities.”

The CAC Chair may speak on SDCP matters to local community organizations with prior approval of staff. This includes the approval of talking points and presentation slides (if to be used). For other CAC members, they may speak as individual members of the CAC, but may not represent themselves as speaking on behalf of the CAC as a body or on behalf of SDCP as an entity. This may differ if there is a uniform decision made by the CAC on which its members can speak on behalf of the CAC as a whole, and should be coordinated with SDCP staff.

Lastly, the CAC will create and maintain a Community-Member Communications Guidelines document that describes best practices for CAC members to engage with the community that they represent. This guidelines document shall also address in more detail how CAC members will represent SDCP to other agencies, including member cities, regulators, and legislators. The guidelines document will be consistent with these Standard Operating Procedures.

Resignation and Removal

CAC members may resign their position by sending a written resignation letter addressed to the Board of Directors.

CAC members may be removed by a majority vote of the Board of Directors, or as indicated below.

If a CAC member is absent for three (3) consecutive meetings, unless excused for good cause by the Chair of the Board, SDCP staff will contact the Member by phone or in writing and inform them of this provision. If the member misses a fourth (4th) consecutive meeting, they may be removed through a written notification from the Chair of the Board.

If a CAC member ceases to reside within the Member Agency service area from which they were appointed, the member is deemed to have resigned their CAC membership.