



Community Advisory Committee

Policies and Procedures

The purpose of the San Diego Community Power (SDCP) Community Advisory Committee (CAC) is to advise the SDCP Board of Directors and provide a venue for ongoing citizen support and engagement in the strategic direction, goals, and programs of SDCP, as stated in section 5.10.3 of the SDCP Joint Powers Authority (JPA) Agreement. The CAC plays an important role in ensuring transparency, accountability, and effective community engagement within SDCP; the CAC is required to comply with the Ralph M. Brown Act (Brown Act), which requires all meetings of the CAC to be open and public.

This document provides policies and procedures on CAC membership, meetings, how the CAC will operate and interact with SDCP staff and the Board, and other matters.

I. Membership

A. Membership Criteria

The CAC shall consist of two (2) members from each member agency (currently a total of 14). This composition may be revisited by the Board if new member agencies are added to SDCP.

Members shall be residents, business owners, employees or representatives of a community-based organization located within one of the member agencies of SDCP. There shall be at least one (1) CAC member that is a renter within SDCP's service territory and one (1) that is a business owner.

SDCP aims to ensure a wide variety of perspectives and participation on the CAC, consistent with its core mission, vision, and principles.

Members commit to fulfilling the role and responsibilities outlined under these Policies and Procedure and the CAC's Scope of Work.

B. Selection Process

Each Board Director may nominate a committee member and the Board shall determine the final selection by a simple majority vote. When reviewing applicants for membership, the Board of Directors should seek to ensure that the CAC represents a diverse cross-section of interests and skills sets and should prioritize members, when feasible, from diverse social, economic, and racial backgrounds that are representative of all residents within the service territory of SDCP.

Applicants must be committed to attending regular CAC meetings and occasional SDCP Board meetings.

C. Term Limits

Members serve staggered three-year terms, with a limit of two (2) consecutive terms. If a member is appointed to serve a partial term for more than 18 months, that partial term will be considered a full term for purposes of this provision.

D. Resignation

CAC members may resign their position by sending a written resignation letter addressed to the Board of Directors or Board Secretary. The notice of resignation may specify a date on which the resignation will become effective. If a CAC member ceases to reside or do business within the member agency service area from which they were appointed, the member is deemed to have resigned their CAC membership.

E. Removal

CAC members may be removed by a majority vote of the Board of Directors should the Board determine that the member has failed to comply with these Policies and Procedures or for any other cause or no cause in the sole direction of the Board. If a member misses four (4) consecutive meetings, they may be removed by the Chair of the Board of Directors upon written notification from the Board Chair, unless excused for good cause by the Board Chair.

F. Vacancy

If at any time a vacancy occurs on the CAC, a replacement shall be appointed to serve the remainder of the former member's term.

II. Responsibilities of CAC Members

A. General Responsibilities

CAC Members will: (a) attend each meeting or inform SDCP staff and the CAC Chair if they will be late or absent; (b) prepare for meetings by reviewing information provided in advance, including agendas, minutes, staff reports, and attending briefings prior to the meeting; (c) commit to fostering a safe, respectful, and inclusive environment; (d) if requested, and where feasible, participate in sub- or ad-hoc work groups that may be established to cover specific topics; and (e) provide comments and questions during regular meetings that:

- Are consistent with the CAC Scope of Work, the published agenda, and the Brown Act;
- Represent the interests of the communities represented; and



- Contained to the allotted five (5) minutes per member, unless otherwise allowed by the CAC Chair.

B. Conflicts of Interest and Ethical Conduct

Members shall review and comply with SDCP's Conflict of Interest and Ethical Conduct Policy. Members are required to identify and manage conflicts of interest pursuant to the procedures and requirements in that policy and applicable law, including the Political Reform Act, Government Code section 1090, and regulations of the Fair Political Practices Commission.

C. Code of Conduct & Required Training and Reporting

Members must complete all required training and reporting associated with serving on the CAC, which includes, but is not limited to:

- Ethics Training, including training on the Brown Act and Public Records Act
- Sexual Harassment Prevention Training

III. Meetings

A. Structure and Frequency

Meetings of the CAC will comply with the Ralph M. Brown Act (Brown Act, Government Code § 54950, et seq.), will be conducted in person, and are subject to SDCP's Teleconferencing Policy.

CAC meetings, times, and location be determined by the CAC on a yearly basis in consultation with SDCP staff to ensure availability of meeting locations and staffing and consistency with meetings of the SDCP Board and other committees.

B. Quorum and Voting

The CAC will only conduct business when a quorum consisting of more than 50% of the appointed CAC members are present. 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. 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. Except as otherwise provided in these Policies and Procedures, SDCP's Bylaws will be used as a guide on meeting procedures, if applicable.

The CAC may take up to three (3), publicly noticed meeting recesses.

C. Required Attendance

CAC members must attend at least 50% of all yearly meetings. 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.

D. Public Comments

The public may provide public comments in accordance with the Brown Act and the published agenda. To ensure public comment is heard in a timely manner, the Chair will call on staff to acknowledge any public comments after presentations or staff discussion are concluded in a particular agenda item.

E. Adding Agenda Items to Community Advisory Committee Meetings

CAC members shall suggest agenda items be added to CAC meetings by communicating them to the Chair and the designated SDCP staff. This will create a streamlined process where the Chair and SDCP staff can collect these requests and discuss them for approval with the SDCP Chief Executive Officer or their designee.

F. 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 CAC Report

The CAC report may be a standing item on the Board agenda, in which the CAC Chair, CEO, or designated staff 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 by communicating with the CAC Chair and the designated SDCP staff, before and/or after a regular CAC meeting. If suggested during a regular meeting, there shall be no discussion or action by the CAC unless the item has been included on the CAC agenda. To be added to a Board agenda, items must have the approval of the SDCP Chief Executive Officer and the Chair of the Board of Directors. If approval is provided, staff must be given at least 5 business days before the date of the Board meeting to work with the CAC to draft any memos and materials necessary.

IV. CAC Officers

A. Chair

The Chair of the CAC will: (a) serve as the primary liaison and spokesperson for the CAC with SDCP staff and the Board of Directors; (b) support SDCP staff with setting the CAC agenda; (c) guide the CAC in developing an annual Work Plan consistent with the CAC Scope of Work and approved by the Board of Directors; (d) determine if meetings are required or if a meeting should be canceled; (e) lead and manage CAC meetings to ensure all CAC members and community members are heard, work to keep meetings to the allotted time, and manage public comments; (f) work with staff to determine a suitable meeting location and a recurring date and time; (g) represent the CAC at the Board of Directors to provide updates, submit information, or respond to Board requests; and (h) represent the CAC to other organizations or at events, as appropriate.

B. Vice-Chair

The Vice-Chair of the CAC will assume CAC Chair responsibilities in the event the Chair is absent from a meeting or otherwise unable to perform their duties.

C. Secretary

The Secretary of the CAC will take attendance and meeting notes and work with SDCP staff to distribute relevant information to members.

D. Election of Officers

Officers may be nominated or self-nominated and elected at every July meeting by a simple majority vote of the CAC. Each nomination requires a second. If there is only one nominee for a position, the CAC members will vote “yes” or “no” to elect the nominee. If there is more than one nominee for a position, the CAC will cast their votes by name until a nominee receives a majority vote. The terms will be for one (1) year or until a successor is elected, with the option for officers to be re-elected for up to three (3) terms. Representatives required for a singular function or service may be elected using the same procedures described above when the need arises, for a term defined by the singular function or service.

V. Responsibilities and Interactions with SDCP Staff

SDCP staff will: (a) create regular meeting agendas with the support of the CAC Chair; (b) notice regular meetings according to Brown Act requirements; (c) provide general support and respond to questions during regular meetings, as needed; and (d) communicate any CAC recommendations to the Board.

The CAC Chair is the primary liaison to SDCP staff for all matters related to the CAC. All communications shall be directed to the CAC Chair and the designated SDCP staff overseeing the CAC.

VI. Interacting with and Reporting to the 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.

At the direction of the Chair of SDCP's Board of Directors, the CAC, via staff, shall provide monthly updates and quarterly reports during the regular meetings of the Board of Directors.

VII. Requesting Information to Support CAC Work

The CAC may make formal requests for information from SDCP staff in support of the CAC's annual work plan 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 (PRA).

VIII. 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 agendized 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 regular 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.

IX. Creating and Updating the Work Plan



The CAC will adopt a Work Plan that aligns with the CAC Scope of Work approved by the Board of Directors. This shall be updated annually. The Work Plan shall be approved the Board.

X. Conducting Outreach and Representing SDCP to the Community

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.

The following are communications guidelines for the CAC members to adhere to:

A. Approved Messaging and Talking Points

Staff will provide talking points that are periodically updated as information evolves. These talking points are intended to guide conversations in the community so SDCP may speak from the same facts, while encouraging members to make them their own.

B. Media Inquiries

All media inquiries shall be forwarded to SDCP staff for vetting and confirmation of next steps.

C. Speaker Requests

CAC members are encouraged to invite SDCP staff to present at community events, alert staff of opportunities to participate in community events and/or to request for a CAC member to speak on behalf of SDCP in the community.

D. Conducting Outreach

To ensure a common and cohesive communications approach, CAC members shall serve as informational channels with the communities they represent while SDCP staff serves the primary function of outreach to various groups, with the support of the CAC. CAC members are expected to report information they receive from their communities to SDCP staff so that staff may provide accurate information.

E. Social Media

CAC members are encouraged to utilize their own social media accounts to reshare, repost, and comment on SDCP matters so the content is shared throughout their communities. Please note that, in compliance with the Brown Act, CAC members shall not: (1) use social media to communicate with a majority of CAC members relating to CAC business; or (2) respond directly to another CAC member's communication,



comment or post if the topic concerns CAC business (this includes liking, sharing, commenting, or otherwise reacting to another CAC member’s communication, comment or post).

F. Email Addresses

CAC members may utilize non-SDCP issued email addresses when responding to external questions. Please note, however, that e-mails relating to the conduct of SDGP or CAC business may be subject to disclosure under the Public Records Act. To protect the CAC members’ privacy, SDGP will not publicly share private email addresses unless consent is given or if required by the Public Records Act.

G. Communications with External Agencies

Section 5.10.3 of the SDGP JPA Agreement states that the CAC is an advisory body to the SDGP Board of Directors. Accordingly, the CAC shall not provide comments or similar communications on behalf of SDGP 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.