



## Staff Report Item 20

**TO:** East Bay Community Energy Board of Directors  
**FROM:** Nick Chaset, Chief Executive Officer  
**SUBJECT:** Community Advisory Committee Guide (Action Item)  
**DATE:** November 20, 2019

---

### Recommendation

Approve the proposed Community Advisory Committee (CAC) Guide providing guidance on Advisory Committee candidate qualifications, membership and appointment process.

### Background and Discussion

In May 2019 the Board delegated the creation of a Community Advisory Committee appointment process to the Executive Committee, to facilitate the appointment of future members in the event of a vacancy and to provide a guide for the management of the Community Advisory Committee membership.

The Executive Committee worked with staff to develop a guide outlining the CAC purpose, membership requirements, and appointment process for future vacancies caused by resignation and term end. The draft process was presented to the CAC at their September meeting to receive feedback from the committee and the general public. Staff was able to incorporate recommendations from the CAC and East Bay Clean Power Alliance which included language to broaden the diversity, communications and membership of the committee. Staff did not incorporate the following recommendations: No term limits for members, including a current CAC member on the new member interview panel, and retaining applications for future vacancies. Staff did not include these items in order to encourage committee diversity and transparency of the application and selection process.

Staff recommends the approval of this guide and would like to implement the process immediately in order to prepare for the recruitment of new members. The CAC currently has 2 Alternate position vacancies. With the addition of new member cities EBCE, staff would like to begin the application period on Monday, 1/6/19 in order to allow outreach to the new communities.

**Fiscal Impact**

This report has no fiscal impact.

**Attachments**

- A. Community Advisory Guide

## Community Advisory Committee Guide

### **Purpose**

Advise the Board of Directors on all subjects related to the operations of the CCA program as set forth in the work plan adopted on October 18, 2019

### **Authority**

Established by the Board of Directors. See JPA section 4.9

### **Agency**

East Bay Community Energy (EBCE)

### **Qualifications**

EBCE service area resident or shall have owned or actively operated a business in EBCE's service area for a period of at least 5 years prior to appointment and shall do so for the entire period of appointment. Applicants will be considered with an interest in maintaining diversity of representation by geography, population, work experience and community.

### **Staff person**

Stephanie Cabrera 510-736-4981

### **Composition**

The Advisory Committee consists of nine (9) active and two (2) alternate members for a total of 11 seats.

### **Application process**

Any person residing or operating a business in the EBCE service area interested in serving on the Advisory Committee should complete the Advisory Committee application during the specified application period. EBCE will announce the start of the application window via meeting announcements, EBCE email distribution list and the Community Advisory Committee site: <https://ebce.org/community-advisory-committee/> . The application period will be for 30 days from the first announcement of the vacancy.

Applicants will receive an automated email response to their application submission with the appointment target date. EBCE staff will review applications for completeness and qualifications. Once the applications have been reviewed, applicants will be notified via email if they will or will not advance to be interviewed.

The Executive Committee and/or an Ad hoc committee of the Board will interview enough candidates for the number of available seats and recommend the appointment of members to the full Board for approval. Once selected applicants have completed the interview process, interviewees will be notified of appointment status.

If a selected applicant declines the appointment invitation, another candidate may be selected from the same pool of interviewees. Applications will be retained for 30 days after appointments are made. In the event a vacancy is created during these 30 days, EBCE may use the same pool of applicants.

No applications will be retained for future application periods. Applicants not selected may resubmit an application when the next application period opens.

### **Appointment**

The committee is appointed by the Board of Directors based on qualifications outlined above.

### **Term**

Appointments shall be for four (4) year terms. With the exception of the initial committee which will have 3 members serving a 2-year term to stagger the term end dates. Members may serve up to two (2) full terms or combination thereof for a total of eight (8) years, or at the pleasure of the Board, from the date of appointment. No appointee shall serve more than a total of eight (8) years.

### **Chair and Vice-Chair**

The committee shall elect a new Chair and Vice-Chair yearly at their June meeting. Members may serve as Chair or Vice-Chair for one year and no more than two consecutive years.

### **Ex Officio Board Member**

The committee Chair will serve as a non-voting member of the Board of Directors as described in the Joint Powers Authority agreement section 4.2.2. The Ex Officio Board member may not serve on the Executive Committee or participate in Closed Session Meetings of the Board.

### **Stipends**

Committee members are eligible to receive a \$50 stipend per meeting with a maximum of \$100 per month. As the Ex Officio Member of the Board, the Chair will receive a \$100 stipend with a maximum of \$200 per month, in line with the Board's stipend.

To be eligible for a stipend the CAC must have a quorum and members must arrive no later than 30 minutes after the meeting start time. Please see Board of Directors' Resolution R-2018-17 for additional information.

## **Attendance**

Members are expected to attend up to two (2) meetings per month. Members must inform the Clerk of the Board of a planned absence.

Absences may not be communicated through the Chair, although the member should include the Chair in any attendance communications with the Clerk. Members with excessive absences may potentially be dismissed from the committee. The decision to dismiss a member will be made by the Board of Directors.

## **Vacancies**

When a vacancy is created on the committee, EBCE will announce the vacancy and the start of the application window via meeting announcements, EBCE email distribution list and the Community Advisory Committee site: <https://ebce.org/community-advisory-committee/> closest to the date the vacancy was created.

Vacancies will be filled no later than 90 days of the vacancy announcement. If the seat vacated is a regular seat, an alternate may be appointed immediately following the vacancy announcement to fill the seat and complete the remaining term.

## **Removal from Committee**

A member of the Community Advisory Committee may be removed by the Board of Directors for any reason by majority vote. See JPA section 4.9