



## Overview: Snohomish County Ad Hoc Climate Action Advisory Committee

### Membership

#### **Composition: 13 members total**

- Members must be a Snohomish County resident and have expertise with climate change and sustainability issues.
- Committee should have representation from each of the five council districts.
- Membership will include:
  - 4 members representing community groups whose mission includes sustainability and/or environmental issues;
  - 3 members representing commercial groups or organizations whose business focuses on sustainability and/or environmental issues;
  - 2 members interested in environmental issues and part of an underserved community who may be disproportionately affected by climate change impacts;
  - 2 members representing an education or research institution;
  - 2 students who must be enrolled in high school or college and not more than 23 years old at the time of nomination.

### Application Process

Potential committee members must:

- Apply first in order to be eligible for a nomination;
- Complete an interview with the County's selection committee prior to appointment.

The County will select committee members after conducting the application and interview process.

### Duties and Terms

#### **Purpose**

The purpose of Ad Hoc Climate Action Advisory Committee is to provide recommendations that encourage adoption of policies, programs, and practices in order to reduce greenhouse gas emissions (GHGs), address climate change, protect public health, and preserve the natural environment in Snohomish County.

#### **Responsibilities**

To advise the County on the following:

- The County's internal sustainable operations action plan (SOAP) and Countywide climate action plan.
- Opportunities to realize equity and fairness across the diverse communities of Snohomish County around climate change and environmental conservation issues that support the County's SOAP and Countywide climate action plan.
- Strategies to engage Snohomish County residents and businesses on sustainability and climate change issues.

The Ad Hoc Advisory Committee members' role is to provide input/advice regarding the responsibilities outlined above. Final policy and plan decision-making is at the County's discretion.



The Advisory Committee meets at least six times per year on a schedule as provided by the County's Office of Energy and Sustainability (OES). Members are expected to attend at least two-thirds of the Advisory Committee meetings held in any one-year period, either in person or over the phone.

The leadership of the Advisory Committee consists of a Chair, Vice-Chair and Secretary, all of whom are elected annually by the members of the Advisory Committee at the first meeting of each year. The Chair approves the agenda and presides at Committee meetings; the Vice Chair performs these functions when the Chair is absent or otherwise unavailable; and the Secretary ensures that accurate records of the meetings and actions of the Committee are maintained. If a leadership position becomes vacant prior to an annual election, the Advisory Committee conducts a special election to select a member to fill the vacancy until the end of that member's term. Decisions are by majority vote of those Committee members present at a meeting, and more than half of members must be present for a meeting in order to take a vote.

The Advisory Committee may be asked to read and review documents in preparation for meetings. The Advisory Committee may form work groups and delegate work to them. The Advisory Committee may choose to include people who are not members of the Advisory Committee so long as the work group includes at least one member of the Advisory Committee.

#### **Terms**

A member's term is considered complete at the end of the respective project phase. Upon completion of a project, a member may thereafter be reappointed by the County (as outlined under Membership above) to serve until the completion of a subsequent second project phase.

#### **Phased Approach**

The Committee's work will be phased to coincide with the following County projects and *approximate* timeline:

- Phase I (January 2020-December 2020): Provide advice on updating the Sustainable Operations Action Plan (SOAP) for County government operations.
- Phase II (March 2021-Dec 2023): Provide advice on a developing a new Countywide climate action plan.

#### **Snohomish County's Office of Energy and Sustainability (OES): Role and Responsibilities**

With respect to the Climate Action Advisory Committee, OES staff will:

- Facilitate and schedule committee meetings, develop meeting agendas and meeting content for discussion, take meeting notes;
- Serve as the main point of contact for advisory committee members.