



**THURSTON
CLIMATE
MITIGATION
PLAN**

**Thurston Climate Mitigation Collaborative
Community Advisory Workgroup
DRAFT Charter**

DRAFT FOR CAW REVIEW: ~~February 9th 2023~~ February 6, 2024

1. Charter Purpose

The purpose of this charter is to outline the charge, composition, schedule, communications, and decision-making framework for the Thurston Climate Mitigation Collaborative Community Advisory Workgroup (“CAW”). The CAW provides a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations related to climate mitigation action in Thurston County. The primary purpose of the CAW is to provide judicious advice, from a community member’s perspective to the Thurston Climate Mitigation Collaborative Staff Team, Executive Committee, and Jurisdiction Parties.

2. Background

Thurston County and the cities of Lacey, Olympia, and Tumwater worked with the Thurston Regional Planning Council (TRPC) to develop the Thurston Climate Mitigation Plan (TCMP) with actions to reduce regional greenhouse gas emissions that contribute to global climate change. As part of the first phase of this project, the four jurisdictions adopted a mutual emissions reduction goal, which is to:

Reduce net communitywide greenhouse gas emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050 to ensure that our community does its part to keep the global average temperature from rising more than 2° Celsius (3.6° F) above historic levels.

The second phase of the project focused on the development and adoption of the TCMP. The TCMP is our regional framework to achieve those goals and describes:

- A shared vision for the alignment of climate action with community goals;
- Data on greenhouse gas contributions from various sources;
- Strategies and actions to reduce emissions;
- Emissions reduction estimates based on the strategies and actions; and
- A strategy for implementing climate mitigation actions.

The TCMP was finalized in late 2020 and accepted by all jurisdictions in 2021. In 2022 and 2023 the TCMP collaborating partners restructured implementation of the TCMP to better serve our community. A new interlocal agreement among the four jurisdictions, executed in December 2023, defines the Thurston Climate Mitigation Collaborative (TCMC) as the umbrella term for the partnership; and clarifies roles and responsibilities of the groups comprising the TCMC including the Jurisdiction Parties, Executive Committee (EC), Staff Team, and Community Advisory Workgroup (CAW) (Figure 1).

3. Community Advisory Workgroup Role

Role: The Community Advisory Workgroup (CAW) meets regularly to provide community perspectives and input on climate mitigation progress and priorities to the Jurisdiction Parties, Staff Team, and Executive Committee.

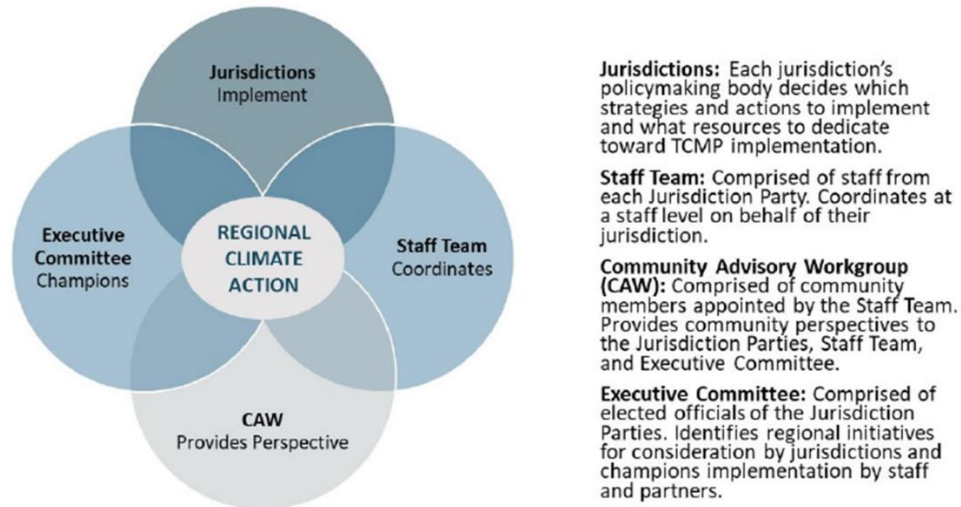


Figure 1. TCMC Collaborative Structure.

4. Membership

Members

Up to 15 interested community members representing a variety of perspectives on climate mitigation actions. Members are appointed by the Staff Team for three-year terms or on a rolling basis to fill vacancies. The Staff Team developed a document detailing the process for recruiting and appointing members of the CAW, which was approved by the TCMC Executive Committee on August 28, 2023. This guidance document will be posted on the Collaborative website and reviewed annually for potential updates by the CAW, Staff Team, and Executive Committee.

Application

All seats for members are filled by application. The Staff Team will initiate the recruitment process and application window as necessary. The Staff Team reviews and appoints members. **The recruitment rubric will be added to the collaborative website.**

Terms

All members* are set to serve a 3-year appointment. At least sixty days prior to the expiration of a rotating member's term, the CAW Facilitator (ISC) will contact the member to ascertain their desire to serve another term. If they wish to serve another term, the Staff Team may reappoint the member or initiate recruitment. If a member wishes to serve more than two consecutive terms, they must submit a new application.

*Youth members may serve a shorter appointment.

Compensation

Members who are not being paid by their employer while attending meetings may request and receive a stipend of \$50 per meeting attended. Members must attend at least 75% of a meeting to be considered in attendance and to receive the meeting stipend. At the beginning of each Member's

term, the CAW Facilitator will request that the Member indicate their interest in receiving a stipend and provide any necessary documentation. Any changes to the Member's stipend status should be directed to the CAW Facilitator.

5. Meetings

Frequency

The CAW meets 10-12 times a year on a monthly basis. Meetings typically occur the first Tuesday of the month, and CAW members will be notified of any changes to the meeting schedule at least one month in advance.

Preference for Virtual Meetings

Meetings are generally held virtually, to support reduced emissions in line with the TCMP. The CAW may choose to hold some meetings in person to facilitate greater opportunities for networking and relationship-building.

Leadership

Meetings will be hosted and led by a third party contracted through one of the partner jurisdictions. For this cycle, the CAW Facilitator is the Institute for Sustainable Communities (ISC).

Meeting Materials

The CAW Facilitator will send out meeting agendas and materials via email to members one week before the meeting. The CAW Facilitator will take summary notes of the meeting and post them online.

6. CAW Norms

CAW members are asked to adhere to the following norms for participating and communicating inside and outside of meetings:

Discussions and General Meeting Norms

The CAW agrees to these meeting norms and expectations:

- Everyone's voice is valued.
- CAW members will be aware of how often they may be speaking in the group with the intent to make space for all. CAW members are encouraged to monitor their individual participation and either "Step Up" or "Step Back" as appropriate.
- Silence is okay.
- If an opinion has been voiced by a CAW member, then there is no need to repeat or rephrase the same opinion.

Setting CAW Agenda Items

CAW meeting agendas and materials are prepared by the Staff Team and distributed by the CAW Facilitator one week prior to each meeting. Agendas will include standing items set by the CAW and Staff Team, which include but are not limited to: Announcements, Upcoming Agendas, TCMC Regional Initiative(s), TCMP implementation and reporting, and Jurisdiction Updates. Within this

framework, CAW members may share announcements or request agenda items for consideration at future CAW meetings as described below.

Brief announcements from CAW members will be given a standing agenda item at the start of each meeting. All CAW members can contribute to announcements by raising their hands or writing in the chat of the meeting. Announcements will take up no more than 10 minutes for each meeting. Announcements should be related to climate action and be of general interest to other CAW members. CAW members are asked to use their discretion in determining which announcements to share. CAW approval is not required to share announcements.

Each CAW meeting will include an opportunity for individual CAW members to suggest future CAW agenda items. Members should identify their suggested item within one of the following categories:

- A presentation to be made by the Staff Team and/or a supporting partner; or
- An item for discussion among the CAW.

Agenda Item Request and Approval Process:

- The CAW Facilitator will maintain an upcoming agendas document that is shared/reviewed with the CAW at each meeting.
- An individual CAW member requests a presentation or discussion item be added to a future CAW meeting.
- The member briefly describes their requested item and answers the following questions:
 - (all items) Is the requested topic related to an action or strategy in the TCMP?
 - (presentations and discussion items) Is it an action or strategy that can be implemented by jurisdictions and/or the identified TCMP supporting partners?¹
- If the answer to the above questions is “yes,” then the CAW Facilitator seeks majority approval from CAW members for the requested agenda item. Using a simple thumbs up or thumbs down approach.
- If the agenda item is approved:
 - The CAW Facilitator documents this in the meeting notes and will work with the Staff Team to add the item to a future CAW agenda.
 - Presentations and discussion items will be given an appropriate amount of time on a future agenda, TBD by the Staff Team.
 - For presentations and discussion items, the CAW is asked to recognize and respect that the Staff Team will need a minimum of two months to organize.
 - **The Staff Team may decline to present requested agenda item(s) or request to move agenda item(s) to a later meeting. Staff will provide justification for any declined agenda item(s).**
- If there is not a majority approval from the CAW to bring the agenda item forward, the CAW member may request the agenda item again at a future meeting.

¹ The TCMP Supporting Partners include Intercity Transit, Thurston Conservation District, LOTT Clean Water Alliance, Thurston Economic Development Council, and Puget Sound Energy.

Attendance and Participation in the CAW Meetings

- All members will review pertinent meeting materials on a timely basis and provide timely feedback. Members are not required to conduct additional research outside of reviewing meeting materials.
- Members will come to meetings prepared to discuss items on the agenda.
- CAW members must attend 9 meetings per calendar year to remain on the CAW or request an excused absence from the CAW Facilitator in advance of the meeting. An excused absence will be considered “in attendance” for the purposes of determining CAW eligibility.
- Meetings will begin and end at the scheduled times. Participants who arrive late will catch up on what was missed during breaks or as other opportunities allow.

Expectations Outside of Meetings

- CAW members may provide public comment and input at EC meetings, at public meetings hosted by individual TCMC jurisdictions, and/or at other public meetings outside of the TCMC.
- If the CAW wishes to make collective public comment at public meetings of individual TCMC jurisdictions, or at public meetings outside the TCMC, the CAW will follow the consensus process in this charter.
- When an individual CAW member fills the ex-officio CAW slot at an EC meeting, they will provide their perspective as an individual community member. They do not represent the views of the CAW as a whole.
- The CAW Facilitator will provide a summary of CAW discussions on EC agenda items.
- Members will direct questions and comments about the CAW, EC, and agenda items to the CAW Facilitator.

7. CAW Facilitator Norms and Expectations

The CAW Facilitator is expected to adhere to the following norms for facilitating meetings and administering the CAW:

- The CAW Facilitator will facilitate discussions with the intention of allowing all members an opportunity to speak.
- The CAW Facilitator recognizes that members communicate in different ways and will work to provide multiple ways of participation in discussions, including but not limited to smaller group discussions and allowing members to provide written feedback in addition to verbal.
- The CAW Facilitator will be responsible for communicating the consensus or lack thereof from CAW discussions.
- The CAW Facilitator will ensure, to the best of their ability, that accessibility needs are met for all CAW members.

8. Conflicts of Interest

The CAW is expected to discuss and provide recommendations on a wide range of climate action proposals, some of which may overlap with members’ professional careers or financial interests.

Members will, to the best of their ability, adhere to the following norms to prevent conflicts of interest from interfering in Workgroup business:

- a) Members shall disclose to the CAW Facilitator all known or potential conflicts of interest that could influence or appear to influence their judgment prior to making a recommendation on a topic.
- b) Members will abstain from voting on a recommendation if they believe their relationship to the proposal would impair their ability to fairly and impartially judge the proposal.
- c) Members who will benefit financially from a decision shall abstain from voting on a recommendation. This rule does not apply to financial benefits that will be provided to the public at-large, but rather benefits that are provided to an organization that the member is affiliated with.
- d) Members are allowed to discuss and vote on policies that will affect organizations they are affiliated with, so long as the proposals do not directly affect the organization (or for large organizations, the specific department) in which a member works.
- e) If in doubt, members shall talk with the CAW Facilitator prior to the meeting to discuss a potential conflict of interest.

9. Decision-making Process

The CAW reviews the Annual Report and other proposals under consideration by the Staff Team and/or the TCMC partner jurisdictions. The Staff Team will endeavor to honor and include the input, decisions, and recommendations provided by the CAW. At a minimum, the Staff Team will keep a public record of the recommendations provided by the CAW and the ways in which those recommendations were either incorporated or not incorporated for accountability. The Staff Team will provide a document to track recommendations from the CAW and these recommendation documents will be attached to report to the EC. Decisions and recommendations from the CAW are advisory and do not bind any of the jurisdiction parties to a specific action.

To support efficient, respectful decision-making, CAW members are expected to adhere to the following consensus process. **Voting through the consensus process does not mean that discussion of the item has been terminated; the CAW can still voice opinions and have ongoing conversations on topics.**

Consensus process

Consensus decision-making is a way of reaching agreement between all members of a group. Instead of using a simple majority vote, a consensus-based process considers all viewpoints and commits to finding solutions that all members actively support—or least can live with.

The CAW will follow the “zero to five” technique outlined below. The following **three responses by one or more members indicate** consensus:

- *Five:* I love this! I will champion it.
- *Four:* I’m fine with this as is.
- *Three:* I see minor issues we can resolve later.

The following three responses by one or more members indicate a lack of consensus.

- *Two*: I see minor issues we need to resolve now.
- *One*: I see major issues we need to resolve.
- *Zero*: No way! I will block this.

If consensus cannot be reached on a first vote, CAW members can continue discussion on a topic. If after more discussion the CAW feel they can reach consensus another vote will be initiated. In the event consensus cannot be reached after second vote the decision will not be passed or approved. The topic can still be discussed and voted on later if CAW members wish to do so.

A simple thumbs up or thumbs down can be utilized for making easy decisions for yes or no questions or for voting on agenda items.

Lack of consensus

The CAW includes members from a variety of backgrounds, and it is not expected that the CAW will always be able to achieve consensus. The CAW Facilitator or Staff Team will be responsible for conveying the different viewpoints in EC meetings and meeting notes when consensus is not reached.

Decision documentation

CAW recommendations should be made during regular meetings and documented in the meeting notes. If consensus over a decision cannot be reached, the conflicting points of view will be documented in the meeting notes.

Conflict Management

Members will resolve issues within their power to solve and re-direct those issues that cannot be solved in a timely manner. If issue resolution is necessary, CAW facilitator will step in to help resolve conflict which cannot be resolved among CAW members.

10. Amendments

This charter may be periodically reviewed or amended, or repealed and a new charter adopted, by decision of the CAW.