



**THURSTON**  
**CLIMATE**  
**MITIGATION**  
**PLAN**

**Executive Committee**

**Charter DRAFT**

**ADOPTED: April 22, 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 (TCMC) Executive Committee. The Executive Committee champions the implementation of climate mitigation actions by the Staff Team, Jurisdiction Parties, and other community partners.

## 2. Background

Thurston County and the cities of Lacey, Olympia, and Tumwater (the Parties) 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. The Parties 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 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
- A strategy for implementing climate mitigation actions.

Implementation of all actions included in the TCMP is led by individual Jurisdiction Parties. The four Parties agree that regionally coordinated implementation of the TCMP is essential to the most efficient and effective deployment of the plan's actions. With an increase in jurisdictional staff capacity in 2022 – 2023, the Staff Team led a restructuring of the implementation of the TCMP. In December 2023, that restructuring was formalized with the execution of a new Interlocal Agreement (ILA). This ILA included the establishment of the Thurston Climate Mitigation Collaborative (TCMC), an umbrella concept for all the entities that play a role in the implementation of the TCMP. The TCMC includes the Executive Committee, the Community Advisory Workgroup, the Staff Team, and the Jurisdiction Parties. Per the ILA, the Parties will collaboratively fund a third-party partner to provide administrative support services for the TCMC (hereafter, the "TCMC administrative consultant").

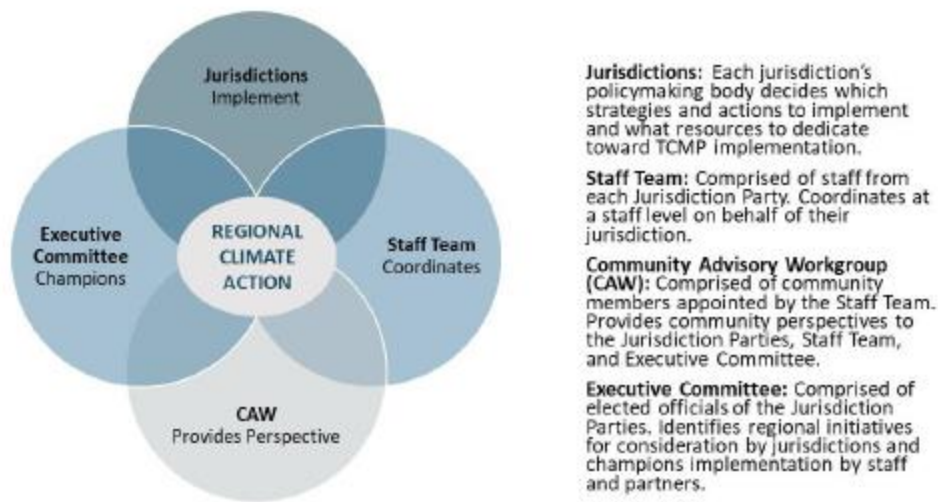


Figure 1. Thurston Climate Mitigation Collaborative Structure

### 3. Roles and Responsibilities

**Executive Committee.** The Executive Committee champions the implementation of climate mitigation actions by the Staff Team, Jurisdiction Parties, and other community partners. The Executive Committee meets quarterly to share information on local climate mitigation activity, review progress toward achieving emissions targets, and build partnerships to support the implementation of the TCMP. The Executive Committee identifies regional initiatives for consideration by the Jurisdictions and makes recommendations to the Jurisdictions on amendments to the TCMP. The Executive Committee cannot make requests of the Staff Team outside activities specified in the ILA. The Jurisdictions do not delegate jurisdictional decision authority to the Executive Committee.

Responsibilities:

- Reviews progress toward achieving emission targets;
- Approves any items for potential regional focus, identified by consensus at the Annual Retreat;
- Receives updates on any regional items identified at the Annual Retreat; and
- Reviews and recommends proposed amendments to the TCMP, based on emerging information.

### 4. Executive Committee Membership

Executive Committee members include an elected official representative from each of the Jurisdiction Parties. The Jurisdiction Parties will each appoint a primary and alternate elected official to fill their membership. Additionally, a rotating representative from the Community Advisory Workgroup (CAW) attends each Executive Committee meeting as an ex-officio member.

If neither the official primary nor alternate member representative is able to attend a specific meeting, then the jurisdiction may designate, for that meeting only, an additional alternate member representative. This additional alternate must have all rights, privileges, and authorities exercised by the member representative and the alternate.

## 5. Meetings

**Frequency.** The Executive Committee generally meets quarterly, with one meeting timed to align with the Annual Retreat. Meetings may be convened more frequently to review proposed amendments to the TCMP. Meetings may be convened less frequently than four times a year, if the Staff Team determines there is not sufficient content for regional discussion.

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

**Quorum:** A quorum for holding a meeting exists when any three Executive Committee members are present for a scheduled meeting; however, no decision may be made unless a quorum for decision-making described in Section 9 is met.

**Participation and Opportunity for Public Comment:** Meetings are open to the public and include an opportunity for public comment. Each jurisdiction's primary and alternate committee members are invited to attend meetings and participate in discussions, though decisions will only allow one vote per Party, as described in Section 9.

## 6. Officers and Elections


The officers of the Executive Committee are Chair and Vice Chair.

- The Chair presides at all meetings and works with the Staff Team and/or the TCMC administrative consultant to prepare meeting agendas. The Chair will facilitate meetings in a manner that provides for informal discussion among the members and use of Robert's Rules of Order for formal decisions of the Committee (see Section 10, below).
- The Vice Chair serves in the Chair's absence.

Officers are appointed annually by the Executive Committee to serve a one-year term. Only designated primary Executive Committee members are eligible to serve as Chair or Vice Chair (excludes alternates and CAW representatives). The Staff Team and/or the TCMC administrative consultant will request nominations from voting members prior to the second quarterly meeting of the year, and the Chair will present the slate of nominees to be considered for each position as well as taking nominations from the floor. The newly elected officers take office at the close of the meeting at which they were elected. Members may serve up to three consecutive years in any officer position.

If there is a vacancy in either or both officer positions, the Staff Team and/or the TCMC administrative consultant will notify Executive Committee members of the vacancy prior to the next Committee meeting and request nominations to fill the vacancy. At that Committee meeting, the Chair or Vice Chair will follow the same process described above for annual elections, and the elected member will complete the term of the vacant officer.

## 7. Committee Facilitation and Communication



The Staff Team will coordinate with the Chair and Vice Chair to develop an agenda for each meeting. The TCMC administrative consultant will strive to send out meeting agendas and meeting materials via email to participants and interested parties one week before the meeting and no later than three days before the meeting. The TCMC administrative consultant will support the Chair’s meeting facilitation and take summary notes of all Executive Committee meetings, which are open to the public. The TCMC administrative consultant will also post meeting materials online once a website for the Collaborative is launched. In the meantime, the Thurston County Staff Team representative will post meeting materials online to the County’s website. Meeting materials will be posted online at least three days prior to the meeting.

In the event of media requests or other opportunities to communicate on behalf of the Executive Committee, the Chair is the primary contact, followed by the Vice Chair. Media requests, presentation requests, or other communication inquiries should be directed to the TCMC administrative consultant.


## 8. Committee Norms

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

- All members will review pertinent project materials on a timely basis and provide timely feedback.
- Members will come to meetings prepared to discuss items on the agenda.
- Members will honor one another by communicating honestly and respectfully; everyone will have an opportunity to speak.
- 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, the Committee will strive to follow the conflict resolution process identified in this Charter.
- 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.
- Once project decisions are made, members will work to honor those decisions and avoid reopening issues that have already been resolved or decided. Decision items will be noted on agendas, and final decisions will be documented by the TCMC administrative consultant.
- Any jurisdictional members may ask for time to confer with staff or others prior to the Executive Committee making a decision.

## 9. Decision-making

The Executive Committee makes decisions as needed to support regionally coordinated implementation of the Thurston Climate Mitigation Plan, including activities specified in ILA *Exhibit A* (Regional Implementation Guidance) and related activities led by the Staff Team. The committee may make recommendations, identify priorities, and issue position statements that are consistent with the vision, guiding principles, and goals of the TCMP.



**Decision authority.** The decisions and recommendations from the Executive Committee are advisory and do not bind any of the Jurisdiction Parties to specific action; that is the purview of each Party’s Council/Commission.

**Decision timing.** Recommendations for action may come from any committee member, the Staff Team, or the Community Advisory Workgroup. The Executive Committee may make a decision immediately or assign the issue to the Staff Team or the CAW for further review and recommendations.

For time-sensitive matters that cannot wait until a future meeting, such as submitting comment, testimony, and/or position letters tied to a deadline, committee members may direct the Chair, Staff Team, or TCMC administrative consultant to develop and submit comments aligned with the TCMP on the committee’s behalf.

**Quorum.** A majority of voting members (3) must be present for a decision to be made.

**Voting.** A quorum of members must be present to make a decision. Members have one vote per Party. If both the primary and alternate representatives from a single Party are present for the meeting, the primary will provide the decision for that member. The ex-officio CAW member may participate in discussions leading up to an action, but does not have a vote. If neither the primary nor alternate member representative is able to attend a specific meeting, then the jurisdiction may designate, for that meeting only, an additional alternate member representative who may vote on behalf of that member.

**Consensus process.** The Executive Committee will use a consensus-based process to make decisions. Consensus decision-making is a way of reaching agreement among 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. When consensus is reached on an agenda item requiring action, a vote will then be taken, using Robert’s Rules of Order, to formalize the decision (one vote per Party).


The following types of agreement reflect consensus. Solutions that result in types of agreement closer to the top are preferred.

- *Five:* I love this and 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:* I don't support this proposal and will work to see that it won't be implemented.

**Decision documentation.** Executive Committee decisions should be made during regular meetings and noticed as an action item on the meeting agenda. Decisions will be 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.

## 11. Amendments

This charter may be amended, or repealed and a new charter adopted, by decision of the Executive Committee.