



THURSTON
CLIMATE
MITIGATION
COLLABORATIVE

MEMORANDUM

TO: Thurston Climate Mitigation Collaborative Community Advisory Workgroup

FROM: Thurston Climate Mitigation Collaborative Staff Team:

Linsey Fields, City of Lacey
Pamela Braff, City of Olympia
Alyssa Jones Wood, City of Tumwater
Rebecca Harvey, Thurston County

DATE: September 3, 2024

SUBJECT: CAW Charter Revisions

Requested Action

Provide feedback on the revised draft charter for the Community Advisory Workgroup. No formal action or approval is requested at this time.

Purpose of this Action

- The TCMC Staff Team has proposed revisions to the TCMC Community Advisory Workgroup (CAW) Charter to provide more detail on CAW decision-making processes.
- CAW members are asked to read the attached draft charter, specifically focusing on the new and revised sections related to requesting CAW agenda items, requesting EC agenda items, and the decision-making/consensus process.
- CAW members will be asked to provide feedback on these sections at the September 3 CAW meeting. Members are invited to also provide feedback on other sections of the Charter.

Background

The purpose of the CAW charter is to outline the charge, composition, schedule, communications, and decision-making framework for the Thurston Climate Mitigation Collaborative (TCMC) Community Advisory Workgroup (“CAW”). Members of the CAW adopted the current TCMC Community Advisory Workgroup Charter by consensus approval during the February 6, 2024 CAW meeting.

However, over the past few months, members of the CAW and Staff Team have noted several situations where additional clarity in the CAW charter could prove to be useful. To address these situations, the Staff Team has reviewed the CAW charter and is recommending changes to several elements of the

charter. These recommended changes are intended to clarify expectations for the Staff Team and CAW members; streamline the CAW's decision-making processes; and improve the consensus model for future CAW recommendations.

Major changes to the charter have been proposed in the following sections:

- CAW Meeting Agendas (new section)
- Requesting a CAW Agenda Item (minor edits to clarify process)
- Requesting an Executive Committee (EC) Agenda Item (new section)
- Decision-making/Consensus Process (modified to clarify the zero to five ranking system and consensus discussion process).

Discussion Questions

During the meeting, CAW members will be asked to provide general comments and feedback on the following sections of the charter:

- CAW Meeting Agendas
- Requesting a CAW Agenda Item
- Requesting an EC Agenda Item
- Consensus Process, specifically:
 - The types of decisions that require consensus.
 - The Zero to Five consensus/discussion process.

CAW members will also be asked to rate their level of agreement with both elements of the Consensus Process, using the 0 to 5 rating system outlined in the Charter.

Next Steps

Based on feedback received from the CAW during this meeting, the Staff Team will continue to work on revisions to the charter and bring it back for formal adoption at a future CAW meeting.

Attachments

- Attachment A: CAW Draft Charter