

All changes to the Charter appear in blue text (10/11/2024)

October 2024: The Path to Clean Air in the Richmond-North Richmond-San Pablo Area Community Steering Committee Charter and Participation Agreement

Statement of Purpose

The purpose and goal of The Path to Clean Air Community Steering Committee is to remedy persistent air pollution exposures and reduce health risks and inequities associated with poor air quality for people who live, work, and play in and around the Richmond-San Pablo-North Richmond study area. This goal will be accomplished by identifying community priorities and specific improvements, and by working with Bay Area Air Quality Management District (BAAQMD) staff to determine effective implementation strategies to reduce air pollution exposures in this study area.

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a State-mandated program that uses a community-based approach to reduce local air pollution in communities around the State that continue to experience disproportionate impacts from air pollution.

The Path to Clean Air project is the region's first effort under the AB 617 program to develop a Community Air Monitoring Plan (CAMP) to identify and understand areas of elevated air pollution exposure in Richmond, North Richmond, and San Pablo communities. The CAMP Community Steering Committee adopted the branding and name "Path to Clean Air." With the completion of the Community Air Monitoring Plan, the Path to Clean Air project began the next phase of the AB 617 program—developing a Community Emissions and Exposure Reduction Plan (CERP). On March 3, 2021, the Air District Board of Directors voted to appoint a 31- community member Steering Committee to help guide the development of a Community Emissions Reduction Plan for the Richmond-North Richmond-San Pablo Area.

In January 2023 the CSC began the process to transition from being a government appointed board committee to a community led governed committee. At its February 2023 meeting, the CSC voted unanimously to recommend to the BAAQMD Community Equity Health and Justice (CEHJ) Committee and to the Board of Directors that the CSC be dissolved.

On March 29, the CSC presented at the CEHJ committee meeting, requesting to dissolve the steering committee. On April 5th, the BAAQMD Board of Directors unanimously voted to dissolve our board-appointed Community Steering Committee (CSC).

The make-up of the community led steering committee represents the diverse population of the Richmond-North Richmond-San Pablo Area and brings together an inclusive group with a range of knowledge and expertise. All of our members represent individuals who work, live or grew up in the area.

1. Steering Committee Activities

Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee members will participate in the development of the CERP and act as liaisons between the community, stakeholders, and BAAQMD staff and Board by disseminating information, making decisions, and providing input as appropriate. Community Steering Committee (CSC) members will also receive regular updates on the implementation of the Community Air Monitoring Plan, which will be incorporated as strategies into the Community Emissions Reduction Plan. The Richmond-North Richmond-San Pablo area CERP will need to be completed by the end of 2023. The implementation of the CERP will begin once the BAAQMD Board of Directors approval and review process begins in quarter one of 2024 (January - March) followed by CARB staff and Board review process in the second quarter of 2024 (April -June). The CSC is guided by Robert's Rules of Order as much as possible, and is also committed to taking provisions of the Brown Act which promote and ensure public access, participation, and transparency.

2. Steering Committee Objectives

The Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee CSC will serve as outlined in the Statement of Purpose. It will develop a Community Emissions and Exposure Reduction Plan that identifies and develops strategies to address areas of elevated air pollution exposure in the Richmond-North Richmond-San Pablo area. The CSC will disseminate information and consider input from the broader community. The goal is for the implementation of the CERP to begin in 2024. At that time the CSC will transition to supporting implementation of the CERP.

3. Membership

CSC members will represent people who live in the Richmond-North Richmond-San Pablo area and other interested stakeholders affiliated with various sectors. These sectors can include community-based organizations, youth organizations, non-profits, faith leaders, education, government, health, and business representatives from the Richmond-North Richmond-San Pablo area. The voting CSC membership will be composed of an odd number of members. The total CSC membership (voting and non-voting) will range between 21 and 27. A minimum of 80% of voting members will reside within the initial study area, and two non-voting members will represent local businesses, local trade unions and/or industrial companies.¹ All designated city and county government representatives on the CSC will be recognized as non-voting members. CSC will allow up to four designated city and county representatives.

¹ Not to include business associations

4. CSC Leadership

4.1 *CSC Leadership Committee:* The Leadership Committee will be composed of three members from the CSC voting membership. Selected members are termed “Leads.”

4.2 *Terms of Leadership:* Leads will serve two-year terms and have the option for self-nominating for non-consecutive terms.

4.3 *Election of Leadership:* Voting CSC members will elect three self-nominating Leads from the voting CSC membership. The nomination process for new Leads will begin at least six months prior to the end of a two year term. The procedure for nominating the CSC Leadership Committee will consist of:

- a. Submission of a Self-Nomination Form
- b. Submission of a written summary of a nominee’s background and reasons for seeking a Lead role
- c. Provision of Self- Nomination Form and summary to the CSC at least one week prior to the voting meeting.
- d. A formal survey to the CSC to address additional and/or clarifying questions to the Lead nominees.
- e. Nominees will have 5 minutes to address survey questions in the voting meeting.
- f. Nominees receiving the majority of votes will be appointed to the Leadership Committee.
- g. If there is a tie for the third leadership position there will be a run-off vote

If a Lead resigns within 18 months of the end of their term, the vacancy must be filled within two months following the procedures above.

If there are fewer than three CSC Lead nominees, the Governance Ad Hoc will reassess the leadership structure and present solutions to be voted on by CSC members. The nominees must be confirmed by a majority vote of the CSC.

4.4 *Leadership Committee Duties:* The Leads will share responsibility for developing meeting agendas, meeting facilitation, and CSC membership engagement. Leads will serve as liaisons and guide Facilitators of [standing](#) committees and ad hocs. Leads will work with Facilitators to ensure that they are fulfilling their CERP goals. Leads will create a process for regularly assessing participation and accountability and providing feedback to Leads, Facilitators, and CSC members. Leads will create and the CSC will vote on a community agreement which will be shared at each meeting. Specific Lead duties include:

4.4.1 *Meeting Participation and Facilitation*

- a. On a rotating basis, open, manage and adjourn monthly CSC meetings. Begin each meeting by sharing the community agreement.
- b. Work with Air District staff bi-weekly to structure and coordinate CSC meetings and oversee the preparation and distribution of the meeting agenda and materials.

- c. Agendize ad hoc and **standing** committee items as needed in bi-weekly leadership and monthly CSC meetings.
- d. Debrief monthly CSC meetings with Air District staff to assess and learn tools to better engage and facilitate meetings.

4.4.2 CSC Membership Engagement

- a. Oversee the application, review, and interview process of new CSC members
- b. Respond to CSC members within 72 hours with an email that provides specific follow-up actions.
- c. Address conflict among Leads and within the CSC membership privately and in closed session when necessary.
- d. Develop an onboarding and orientation process for new CSC members with staff support.
- e. Create pathways (e.g. one-on-ones, surveys, etc.) to increase CSC engagement by ensuring each CSC member is involved in at least one **standing** committee/ad hoc.
- f. Develop and implement an annual recommitment process for CSC members. Assess membership's alignment and progress and adjust practices as necessary.
- g. A Lead will meet with a CSC member who misses more than **2** monthly steering committee meetings within a 12-month period to assess their capacity to serve as a CSC member.

4.4.3 Other Leadership Duties:

- a. Leads are expected to commit to 8-10 additional hours of service per month. This will be reevaluated as needed.
- b. Lead charter development and amendments through an annual or bi-annual review process.
- c. Provide input to the Air District on budgetary matters that may be of concern to the CSC.
- d. Ensure that all CSC decisions are made in a democratic, equitable, and timely manner.
- e. Coordinate speaking and meeting requests from governmental agencies, the Air District Board of Directors and committees, CARB, or community groups by identifying and mentoring CSC members best suited to respond.
- f. Train incoming Leads on the Leadership Committee's responsibilities, processes, and procedures. This includes an assessment of best practices to increase CSC engagement.
- g. The Leads and Facilitators will develop a mechanism to ensure CSC member attendance and engagement in implementing the CERP.
- h. Ensure that Facilitators have the resources and support they need to meet their goals.
- i. Perform any other necessary duties that arise.

5. CSC Membership Roles and Responsibilities

5.1 Community Steering Committee Members: CSC members will be responsible for assisting Air District and Leads in developing and implementing the Richmond-North Richmond-San Pablo CERP, in accordance with the California Air Resources Board's Community Air Protection

Blueprint [1]. They will identify the scope of issues to be considered; inform technical analyses to understand these issues; co-develop with the Bay Area Air Quality Management District strategies to solve the issues identified; and ensure continued accountability for CERP implementation.

5.2 *Standing Committee and Ad Hoc Facilitators:* CSC members who volunteer as [standing committee](#), ad hoc, or potential working group facilitators will be responsible for assisting Air District and the Leads in implementing the Richmond-North Richmond-San Pablo CERP, in accordance with the California Air Resources Board’s Community Air Protection Blueprint [1]. They will present a plan of action to the Leads that identifies the purpose, goals, and key strategies of their [standing committee](#) or ad hoc. This plan will then be discussed and voted on by the CSC. Facilitators will collaborate with the Leads and Air District staff to resolve issues and assess progress toward CERP implementation. Specific duties include co-developing [standing committee](#) or ad hoc agendas, facilitating meetings, making regular progress reports to leads, recruiting members and creating pathways for them to move the work of the CSC. Facilitators are expected to commit to 4-6 hours of service per month.

5.3 *Designated City and County representative members:* The CSC will actively seek members employed by the governing bodies of Richmond, San Pablo, and North Richmond. At monthly CSC meetings, these members are expected to present relevant information on all governing-body plans, policies, and votes that could impact the work of the CSC. They also will serve as liaisons to their respective councils and committees when deemed necessary by the CSC as a whole. Designated city and government representatives will be required to participate a minimum of 8 hours² a month (examples include but not limited to committee participation, serving as a liaison to city council / committees, reviewing materials, providing feedback to CERP chapters). These designated city and county representatives will be non-voting members.

5.4 *Industry Representative Members:* The CSC will actively seek two non-voting members who represent local businesses, local trade unions and/or industrial companies in Richmond, San Pablo, and North Richmond. At monthly CSC, [standing committee](#), and ad hoc meetings, these members are expected to present relevant public-facing information on their respective industry plans, policies, and programs that could impact the CERP implementation. They will serve as industry liaisons and are expected to serve on at least one [standing committee](#), ad hoc, or potential working group annually to ensure the success of the plan.

6. Participation Principles

Active participation by CSC members is crucial to the success of the CERP. The following participation principles are a roadmap for how CSC members will move the plan forward: CSC members will work with all stakeholders within the community—people who live in the study

² Designated city and government representatives are required to participate 8 hours a month, this includes 2.5 CSC monthly meeting participation

area, businesses and organizations, youth groups, schools, local, regional, and State governments, health agencies and faith-based organizations—to ensure all represented parties are heard and can agree on an outcome that protects public health. CSC members will do this by:

6.1 Providing strategic guidance, vision, and oversight, such as:

- a. Supporting the implementation of the Richmond-North Richmond-San Pablo Area Community Emissions Reduction Plan.
- b. Tracking the progress of the CERP's strategies and actions using agreed-upon indicators, outcomes, and timelines.
- c. Utilize data collection and reporting for community education to inform CERP implementation.
- d. Meeting annual CERP goals that bring about reduced health risk in the Richmond-North Richmond-San Pablo Area study area.

6.2 Providing leadership and accountability by:

- a. Identifying obstacles and solutions throughout CERP implementation through active engagement in [standing](#) committees and ad hocs.
- b. Identifying relevant organizations, city, and county bodies and connecting them to [standing](#) committee and ad hoc Facilitators in order to move strategies and actions forward.
- c. Serving as a vocal champion of the CERP throughout the community and identifying potential new CSC members when vacancies arise.
- d. Working towards consensus while recognizing that not everyone will agree on every issue; reaching out to the Leadership Committee when needed to resolve conflicts, concerns, and questions in a positive, swift, and constructive manner.
- e. Participating in an annual recommitment process to being an active CSC member to ensure the successful implementation of the CERP.

6.3. Play an active role by:

- a. Serving at least 3-5 compensated hours per month.
- b. Reviewing materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue.
- c. [Participate in monthly CSC meetings \(in their entirety\) with less than 3 excused absences within a 12-month period.](#) Participation includes submitting agenda items to the Leadership Committee, giving updates on strategies and actions, being a thought partner, and asking clarifying questions.
- d. Participating in community summits, town halls, outreach events, and cross-agency committees to ensure the successful implementation of the CERP.
- e. Embedding CSC Participation Principles (Section 6 of this charter) in all CSC work.
- f. Participating in at least one [standing committee](#) or ad hoc per year. [Standing committee](#), ad hoc, or other potential working groups may arise throughout implementation, so joining more than one is encouraged.

- g. Alerting the Leadership via email regarding environmental justice, public health, and other community programs, policies, concerns, and events that further CERP implementation.

7. Standard Steering Committee Meeting Procedures

7.1 Decision Making: No action items will proceed without a quorum of voting members (quorum equals half of the total number of voting members plus an additional member). Steering Committee members may choose to abstain themselves from decisions at any time. In accordance with Political Reform Act guidance³ members must recuse themselves from decisions where there is a conflict of interest in which they stand to benefit financially in any way. If recusal or abstention results in less than a quorum of voting members then the item cannot proceed.

7.2 Open Meetings: The CSC meetings will be open to the public. Community input is welcome and encouraged. Meeting materials will be posted on the BAAQMD website.

7.3 Meeting Schedule and Agendas: Leads will develop CSC meeting agendas with input from Air District staff. Individual CSC members may submit items to the Leads for placement on the agenda at least 10 calendar days before the meeting for which the item has been requested.

Steering Committee agendas and meeting materials (including Spanish translation) will be posted on the District's website at least 72 calendar hours prior to the meeting. Meeting minutes will also be posted on the District's website. Meeting minutes will be approved by a show of hands vote at the start of every monthly CSC meeting.

7.4 Standing Committees/ Ad Hocs: Community Emissions Reduction Plan implementation is driven by [standing committees](#), ad hocs, and potential working groups to ensure its success. [Standing committees are permanent, meaning they do not have an end date. A standing committee would be formed for matters requiring an extended scope and duration. An ad hoc would be created to handle one-time special projects and end once the project is completed.](#) These groups will convene as required by the CERP Implementation Plan or as deemed necessary by the Leadership Committee until the purpose and goals of the [standing committee](#) or ad hoc have been met. All voting and non-voting CSC members are required to join at least one [standing](#) committee or ad hoc throughout the year. [Standing committee](#) and ad hoc work is part of the 8 hour minimum expected of all designated city and county representatives. Industry representatives are expected to serve as liaisons, share their expertise, and participate in [standing committee](#) and ad hoc work that relates to their industry.

8. Amendments

The Committee Charter and Participation Agreement can be amended when a quorum of voting members are present and a majority of members vote in favor to amend.

9. Accessibility

³ [The Political Reform Act](#) Government Code Section 87100 et seq

CSC meetings and other outreach events associated with the [standing committee](#) must be held at transit-accessible facilities that can accommodate members covered by the Americans with Disabilities Act.

10. Accommodation

Language interpretation services will be provided as needed with a minimum of (six) 6 business days in advance of the request.

11. Dissemination of Materials

All final documents ⁴ produced or submitted in connection with the CERP will be considered public information records and subject to the provisions of the California Public Records Act.

12. Website

BAAQMD website will be updated twice a month, in preparation for the next CSC meeting (uploaded material for discussion) and after each CSC meeting, to include meeting summaries, notes, and optimally meeting recordings. The AB 617 webpage for the Path To Clean Air will include news, events, project timelines, goals and accomplishments.

13. Compensation

Compensation for voting CSC Members will be subject to attendance and in accordance with the CSC Compensation Policy and Procedures (TBD). Once the compensation policy and procedures are developed they will be incorporated by reference into the Charter. The CSC and the Board will revisit the Compensation Policy and Procedures to make requests for amendments during the first month of the year of every other year. Updates to the Policy will include a revision based on cost-of-living increase.

14. Attendance Policy

Excused Absence: An absence is considered excused if a CSC member notifies all three (3) Leads that they cannot attend the monthly CSC meeting and the reason for the absence (e.g., personal or family emergency, planned vacation, work conflict etc.). Notice must be given before 4:30 PM on the day of the scheduled CSC monthly meeting, barring any extenuating circumstances. Notification can be sent via email or text messaging.

Unexcused Absence: An absence is considered unexcused if a CSC member does not notify all 3 Leads that they cannot attend the monthly CSC meeting before 4:30 PM on the day of the CSC monthly meeting and/or the Leads determine the reason does not qualify as an excused absence.

Attendance Tracking: Leads will notify Air District staff of the CSC member's absence and whether that absence is excused or unexcused within one week of the missed meeting. District staff will create an attendance tracker and share it with CSC members. The tracker will capture both excused and unexcused absences of CSC members.

*Please note that a CSC member will not be paid a stipend for a missed monthly CSC meeting, whether excused or unexcused.

⁴ All records include but are not limited to documents, materials, and correspondences.