

DRAFT STEERING COMMITTEE CHARTER (10/22/2018)

The committee will be advisory in nature. They will hear updates from District staff and recommend actions to be taken by the District. The committee will also hear comments from the public and consider them when making recommendations to the District.

COMMITTEE CHARTER

1. The Air Pollution Control Officer will select the committee members. Residents of the Community of Portside Environmental Justice Neighborhoods (Community) must make up the majority of the committee members.
2. The meetings will be conducted in compliance with California Brown Act requirements, and as such will be open to the public.
3. Committee members will include those residing, working, or owning businesses within the Community. Additional members should include local community-based environmental justice organizations, local public health organizations that work in the selected community; schools; academic researchers; labor unions; land use planning agencies; city/county officials; transportation agencies; and locally-based business associations as well as workers or managers from larger industrial sources located in the community.
4. There may be one alternate for each committee member.
5. Committee members will serve on a voluntary basis, without compensation, for a two-year term provided, however, that members may continue to serve until a successor has been appointed.
6. Committee members can be re-appointed.
7. The District will lead and facilitate the meetings.
8. The District will open the meeting; ask committee members to approve the draft agenda and meeting notes by simple majority; adjust the order of agenda items to help facilitate the meeting; take meeting minutes; and close the meeting.
9. Meetings will be held monthly or as appropriate.
10. Committee members will notify the District and their alternate if they cannot attend a meeting.
11. The District will send out the meeting agenda and draft minutes from the previous meeting at least 3 days prior to each meeting.
12. The District will accept agenda suggestions up to seven days prior to the meeting.

13. All meetings will have time set aside for public comment.
14. Public comment will be limited to three minutes per person.
15. All meetings will be at a time and location conducive for community involvement, and translation will be provided.
16. District staff will give an update on community monitoring, emission inventory, inspections, and emission reduction projects at each meeting.
17. These bylaws will be reviewed and updated as needed on an annual basis.

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