**East Oakland Community Emissions Reduction Plan**
**Community Steering Committee**
**Charter Agreement**
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## I. Statement of Purpose

Assembly Bill 617 (C. Garcia, Chapter 136, Statutes of 2017) established the Community Air Protection Program to reduce emissions of toxic air contaminants and criteria pollutants in communities that experience disproportionate air pollution burdens throughout California. In February 2022, East Oakland was selected by the California Air Resources Board (CARB) as one of the Bay Area's AB 617 communities due to longstanding air quality challenges, health inequities, and a history of environmental justice concerns. The Bay Area Air Quality Management District (Air District) is responsible for implementation of the Community Emissions Reduction Plan (CERP) over the required five-year period. The Air District partners with Communities for a Better Environment (CBE) as a Co-Lead partner, convenes the East Oakland Community Steering Committee (CSC), and partners with other agencies to implement the actions in the CERP. CARB approved the CERP in June 2026 and approved the five-year implementation reporting period, scheduled to end in October 2031.

## II. Community Steering Committee Objectives

During the implementation phase, the CSC serves as a community advisory body to the Air District to support implementation of strategies and actions and ensures the implementation progress of the CERP is community-informed.

## III. Community Steering Committee Membership

CSC members will represent people who live or work in the East Oakland project area, and additional stakeholders with connections to the community. These may include community-based organizations (CBOs), youth organizations, non-profits, faith leaders, education, government, health, and business representatives from the East Oakland area. The total CSC membership will range from 19-26 members, including up to five non-voting members. Non-voting members are representatives of either industry or government.

A. Membership Term

The term of membership for CSC members shall extend through the completion of the East Oakland CERP five-year implementation reporting period. The anticipated timeline is October 2031.

## IV. Community Steering Committee Meeting Procedures

A. Decision-making

The CSC will vote by simple majority to make decisions at quarterly public CSC meetings, including electing Co-Chairs. Decision-making will not proceed without a quorum (greater than 50 percent of voting CSC members) present at a meeting.

B. Conflicts of Interest

CSC members may choose to recuse themselves from any decision at any time. In accordance with the California Political Reform Act of 1974[1] and other applicable laws, CSC members shall recuse themselves from participating in decisions in which they have a conflict of interest in which they stand to benefit financially in any way.

C. CSC Meetings

Quarterly CSC meetings are open to the public. Air District staff will post CSC meeting materials on the Air District's website at least 72 hours prior to every meeting. CSC agendas and meeting presentation materials will be available in Spanish and Chinese. Air District staff will post meeting summaries after quarterly CSC meetings.

D. Subcommittee and Ad Hoc Meetings

A Subcommittee is defined as an ongoing sub-group of up to six CSC members needed for implementation of CERP strategies and actions. An Ad Hoc group is defined as a working sub-group of up to six CSC members charged with a specific task and timeline. Subcommittees or Ad Hoc groups may be formed as needed to support implementation of CERP strategies and actions. The CSC will decide to approve the creation of a Subcommittee or Ad Hoc group using the decision-making process described in Section IV.A., pending approval by the Air District for the budget for stipends. Each Subcommittee or Ad Hoc group shall dissolve upon completion of its intended purpose or assigned work. Subcommittee and Ad Hoc group meetings are non-public meetings. Any recommendations developed by a Subcommittee or Ad Hoc group shall be presented to the full CSC for discussion and consideration at a public CSC meeting.

E. Meeting Schedule and Agendas

The full CSC shall meet publicly on a quarterly basis generally during implementation of the CERP. The Air District, in coordination with CBE and the Co-Chairs, shall develop meeting agendas. Individual CSC members may submit proposed agenda items to the Air District for consideration.

## V. Roles and Responsibilities

[1] The Political Reform Act Government Code Section 87100 et seq.

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## A. Community Steering Committee Member Role and Responsibilities

CSC members provide community input and recommendations to support implementation of the CERP. They serve as ambassadors for the CERP process within the community. CSC members are responsible for:

- Fostering collaboration among community members, Co-Leads, and implementing agencies.
- Supporting community engagement and communication throughout implementation.
- Holding implementers accountable to moving towards the CERP goals and strategies.
- Advising on community priorities in the annual implementation plan and annual report process.
- Participating in an annual recommitment process to affirm member commitment to active participation on the CSC throughout the implementation of the CERP.

1. Recruitment and Vacancies

   When vacancies occur, the Air District and CBE will determine whether recruitment is necessary based on the CSC's membership, representation, and operational needs (see Co-Leads Roles and Responsibilities). If recruitment is conducted, the Air District will publicly announce the recruitment opportunity and ensure application materials are publicly available. The Air District and CBE will review applications. The Air District will appoint CSC members based on the membership criteria outlined in this Charter and the overall composition and needs of the CSC. The Air District and CBE shall consider a variety of factors when reviewing applications for new CSC members and for filling vacancies to ensure the overall balance of perspectives needed to effectively support the implementation of the CERP, including but not limited to: geographic representation within the East Oakland project area, lived experience and community connections, professional expertise or experience relevant to CERP implementation, and representation from various stakeholders.

2. Form 700 Requirements

   CSC members must complete Form 700 upon joining the CSC, and returning members must complete the form by April 1 of each year. Forms must be submitted to the Air District to participate in the CSC. Resigning CSC members shall also complete and submit any required California Form 700

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"Leaving Office" Statement of Economic Interests in accordance with applicable state law and Air District procedures.

3. Attendance Requirement
   CSC members are expected to attend at least seventy-five percent (75%) - or three of the four - regularly scheduled quarterly public CSC meetings within a twelve-month period (i.e. October through September). CSC members should notify the Air District in advance when they are unable to attend a quarterly public CSC meeting or other required meeting and if circumstances temporarily limit their ability to participate. Air District staff and CBE will reach out to a CSC member that misses more than twenty-five percent (25%) - or one of the four - regularly scheduled quarterly public CSC meetings in a twelve-month period and will assess their continuation as a member of the CSC on a case-by-case basis.

4. Stipends and Reimbursements for CSC Members
   CSC members and Co-Chairs will receive a stipend for participation in CSC meetings and other approved CSC activities, including Co-Chair meetings, in accordance with the Air District's Stipend Request for Payment Form. CSC members may also receive childcare and transportation reimbursements in accordance with the Air District's Childcare and Transportation Reimbursement Forms. The Air District, with the support of the contractor, shall establish and administer all stipend and reimbursement policies and procedures and may modify such policies as necessary without requiring amendment to this Charter.

5. Participation Principles for CSC Members
   Active participation in CSC meetings is crucial to the success of the CERP. Participation Principles for CSC members include:
   - Sharing insights and perspectives to ensure the process is community-informed.
   - Working towards consensus while recognizing not everyone will agree on every issue; striving to resolve conflicts, concerns and questions in a positive, swift, and constructive manner.
   - Coming prepared to CSC meetings by reviewing materials prior to meetings.
   - Engaging in discussion, working collaboratively with all stakeholders within the community, and practicing active listening and respectful dialogue.

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6. Resignation of a CSC Member
   A member may resign by giving written notice to the Air District. The effective date of the resignation must be specified in the resignation letter or email. The Air District shall acknowledge receipt of the resignation, coordinate completion of any required administrative documentation, and notify the CSC of the vacancy at the next regular public CSC meeting.

7. Removal of a CSC Member from CSC Membership
   A CSC member, including Co-Chairs, may be removed from the CSC by majority vote for cause including, but not limited to: failure to complete Form 700; creating a culture of abuse or division; harassment; failure to satisfy their roles or responsibilities as set forth in the Charter; violating the Charter; engaging in illegal or unethical behavior; or failure to meet attendance requirement. Any CSC member or any of the Co-Leads may move for removal of a CSC member, including Co-Chairs, and shall provide the reason. If the action involves a Co-Chair, one of the Co-Leads will chair the item. For the purposes of this Charter, harassment includes all types of harassment (e.g., sexual, verbal, or physical harassment).

**B. Co-Leads Role and Responsibilities**

The Air District and CBE serve as Co-Leads for implementation of the CERP. While the Co-Leads work collaboratively to support implementation of the CERP, the responsibilities listed below may be carried out jointly or assigned to either the Air District or CBE, as appropriate. Co-Lead responsibilities include, but are not limited to:

- Providing overall coordination and support for implementation of the CERP, including coordinating implementation activities, addressing emerging issues, and preparing for upcoming CSC meetings.
- Preparing for and facilitating CSC meetings, including development of meeting agendas, materials, and presentations.
- Coordinating with government agencies, community partners, contractors, and other organizations responsible for implementing CERP strategies and actions.
- Managing recruitment, orientation, and ongoing support for CSC members, including filling vacancies as needed.
- Providing CSC members with timely information, technical resources, and implementation updates necessary to support informed decision-making.
- Coordinating community engagement and outreach activities related to implementation of the CERP.

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- Preparing and submitting implementation reports and other documentation required by the CARB.
- Maintaining the East Oakland AB 617 project website and ensuring meeting materials, updates, reports, and other public information are accessible to CSC members and the public.

**C. Co-Chairs Roles and Responsibilities**

Co-Chairs are voting members of the CSC and support agenda development for quarterly public CSC meetings, help facilitate quarterly public CSC meetings by promoting productive dialogue and consensus-building, and serve as ambassadors for the CERP process and CSC within the community. Co-Chairs meet regularly with the Co-Leads to provide feedback on the development of quarterly public CSC meeting agendas.

1. Term of Service
   Co-Chairs shall serve a two-year term and may not serve consecutive terms. Leadership from the CERP development phase is termed out for the first two-year term during the Implementation Phase.

2. Election Process
   The voting members of the Community Steering Committee (CSC) elect two (2) Co-Chairs. Co-Chairs are nominated by a self-nomination process, including submission of a brief statement of interest describing the nominee's qualifications and interest in serving as a Co-Chair. Statements will be distributed to CSC members prior to a vote. Nominees will have an opportunity to provide a brief statement and respond to questions from CSC members during the quarterly public CSC meeting prior to a vote.

3. Vacancies
   If a Co-Chair position becomes vacant before the expiration of a term, the CSC shall elect a replacement to serve the remainder of the unexpired term.

4. Attendance Requirement
   Co-Chairs are required to attend at least seventy-five percent (75%) of regularly scheduled Co-Chair meetings with the Co-Leads within a twelve-month period (i.e., October through September). Co-Chairs should notify the Air District in advance when they are unable to attend a Co-Chair meeting and if circumstances temporarily limit their ability to participate. If a Co-Chair misses two (2) consecutive Co-Chair meetings without notice or reason, the

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Air District and CBE may reach out to the Co-Chair to discuss their continuation as a Co-Chair of the CSC.

5. Removal of a Co-Chair
   Co-Chairs may be removed from the CSC or demoted to a regular voting CSC member position by majority vote for cause, including, but not limited to: creating a culture of abuse or division; harassment; failure to satisfy their roles or responsibilities as set forth in this Charter; violation of the Charter; engaging in illegal or unethical behavior; or failure to meet the attendance requirements. Any CSC member or any of the Co-Leads may move for removal or demotion of a Co-Chair and shall provide the reason. One of the Co-Leads will chair any item related to removal of a Co-Chair.

### D. Contractor Role and Responsibilities

The Air District may retain one or more contractors to support implementation of the CERP. The contractor's responsibilities may include, but are not limited to: providing administrative and logistical support for the CSC process, facilitating CSC meetings in a neutral manner, and supporting conflict resolution as appropriate. The contractor will also perform other tasks as directed by the Air District.

## VI. Ratification and Amendments

This Charter was ratified on [TBD]. Amendments to this Charter require approval by the CSC through the decision-making process described in Section IV.A.

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