

Charter

4. CSC Leadership

4.1 CSC Leadership Committee: The Leadership Committee will be **composed of a minimum of two members and maximum of three members** from the CSC voting membership. Selected members are termed "Leads."

4.2 Terms of Leadership: Leads will serve **a two-year term and are not eligible to serve consecutive terms. A member who has served a full term as a Lead may self-nominate after one full term [2 years] has passed.**

4.3 Election of Leadership: Voting CSC members will elect a minimum of **two and a maximum of 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 a third leadership position there will be a run-off vote

If there are **two Leads and one resigns**, the vacancy must be filled within two months following the procedures above.

If there are fewer than **two** 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

6. Participation Principles

7. Standard Steering Committee Meeting Procedures

8. Amendments

9. Accessibility

10. Accommodation

11. Dissemination of Materials

12. Website

13. Compensation

14. Attendance Policy

Excused Absence: An absence is considered excused if a CSC member notifies **all 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 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