



Community Advisory Council Co-Chair Elections

Community Advisory Council Meeting

March 19, 2026

Lisa Flores
Staff Specialist II
Environmental Justice Division



Recommended Action

Elect no more than three Co-Chairs who will serve for a 2-year term per the Charter

Background

- In 2022, the Community Advisory Council (CAC) approved a 3 Co-Chair model
- Leadership is appointed for a 2-year term
 - Council Members cannot serve more than two, 2-year terms consecutively
- Per the Charter: Members seeking a leadership position submitted an essay, answering questions that provided their background, qualifications, and reasons for seeking the position
- Vacant leadership positions will go to individuals who receive the most votes of the Council

Leadership Duties

The Co-Chairs shall:

- Preside over bi-monthly meetings of the CAC in rotation
- Work with Air District staff and the CAC meeting facilitator to plan, structure, and coordinate CAC meetings
- Perform all other necessary and incidental duties as prescribed by the CAC Charter
- Ensure that CAC decisions are made in a democratic, equitable, and timely manner
- Understand and adhere to the Brown Act and Robert's Rules of Order

A list of duties can be found on page 4-5 on the [CAC Charter](#); duties may change depending on CAC needs.

Election Process

4 Council Members have expressed interest

- Council Members Goodwin, Messac, Szutu, and Washington completed the 3 required essay questions

Process:

- Council Members will have up to 3 min each to speak on why they are interested in serving as Co-Chair (present in alphabetical order by last name)
- Motion to have each Member vote for their top 3 candidates. Members can vote for themselves
- Clerk will conduct a roll call and take votes
- Council takes recess. The Clerk will count votes during this time
- Results are announced after the recess

Public Comment



PUBLIC COMMENT ON AGENDA: 5

Co-Chair Elections

- If you wish to provide public comment, please use the “raise hand” feature or dial *9 and the chair will call upon you at the appropriate time.
- Each person will have two (2) minutes to speak.

Questions & Discussion



Sample Motion Language

I motion to have each Community Advisory Council Member vote for their top 3 candidates for the position of Co-Chair to select the Council's leadership of 3 Co-Chairs serving a 2-year term

Voting



Recess



Election Results



Contact

For more information:

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Formation of an Action Plan Ad Hoc Committee of the Community Advisory Council Community Advisory Council

March 19, 2026

Cynthia Prieto-Diaz
Community Advisory Council Member



Recommended Action

Vote to approve the creation of an Action Plan Ad Hoc Committee to develop a plan identifying prioritized areas of focus with measurable benchmarks, to guide actions of the Community Advisory Council (CAC).

Why This Matters

Per the Charter, the CAC exists to:

- Provide equity-driven guidance to the Board
- Inform planning and decisions affecting overburdened communities
- Advance policies that reduce disproportionate impacts
- Ensure meaningful engagement with impacted communities

To fulfill this mandate, the CAC must periodically establish clear advisory priorities and direction

Objective of the Action Plan Ad Hoc Committee

The Ad Hoc will:

- Develop a structured Action Plan framework to guide the CAC's work
- Review past successes like the Call to Action and other available data (including but not limited to: community concerns, Air District legislative priorities, Board of Director agenda items, etc.)
- Identify priority advisory focus areas

Objective of the Action Plan Ad Hoc Committee (cont.)

- Recommend a structured Action Plan and tracking approach
- Define actionable pathways and measurable benchmarks
- The Action Plan will be in the form of a document, ideally less than one page, with the exact format up to the discretion of the Ad Hoc

Ad Hoc Committee Procedures

- Ad Hoc duration: April to August 2026
- Time commitment: Two 1 hour-meetings per month
- Up to 4 Ad Hoc Committee council members
- Council members are compensated \$75 per hour in Ad Hoc meetings
- Draft framework of prioritized actions returns to full CAC for approval in September and will take effect upon approval

Request for Action Plan Ad Hoc Members

- Take names of four Council Members interested in participating in the Action Plan Ad Hoc
- Priority will be given to new members that indicate an interest
- List out names of interested Council Members

Public Comment



PUBLIC COMMENT ON AGENDA: 6

Formation of an Action Plan Ad Hoc Committee of the Community Advisory Council

- If you wish to provide public comment, please use the “raise hand” feature or dial *9 and the chair will call upon you at the appropriate time.
- Each person will have two (2) minutes to speak.

Questions & Discussion



Recommended Action

Sample language for motion to form Ad Hoc:

I motion that the Community Advisory Council vote to approve the creation of an Action Plan Ad Hoc Committee to develop a plan identifying prioritized areas of focus with measurable benchmarks, to guide actions of the Community Advisory Council.

- *List names of interested CAC Members*

Vote



Contact

For more information:

Community Advisory Council | communityadvisorycouncil@baaqmd.gov



Formation of a Governance Ad Hoc Committee to Amend the Community Advisory Council Charter

Community Advisory Council Meeting

March 19, 2026

Amy Smith

Senior Staff Specialist

Environmental Justice Division



Recommended Action

Vote to approve the creation of a Governance Ad Hoc Committee that will develop draft amendments to the Community Advisory Council (CAC) Charter

Purpose and Expectations of the Ad Hoc

- **Purpose:** Review recommended changes to the CAC Charter and incorporate revised and new language into a draft for consideration
- **Expectations of Ad Hoc members:**
 - Attend virtual Ad Hoc meetings every 2 weeks with Air District staff
 - Work with fellow Ad Hoc Members and staff to amend the Charter
 - Track changes for communications with the full Council
 - Within 3 to 6 months, finalize Charter amendments for CAC approval
 - Per Brown Act rules, only discuss Charter changes with Ad Hoc members or at a public meeting

Overview of Proposed Charter Amendments

- **Leadership (Section 1.3) and Membership (Section 1.4)**
 - Revise CAC membership and Co-Chair leadership term limits
 - Revise process for filling vacancies within term limit and via Ad Hoc
 - Replace 1 "at-large" seat with 1 CAC member representing the North Bay (Marin, Napa, or Sonoma)
- **Training Requirements (Section 1.4.2.1)**
 - Revise mandatory trainings to only include Brown Act, Civility, and Anti-Harassment and add consequences if trainings are not completed

Overview of Proposed Charter Amendments (cont.)

- **Attendance (Section 1.14)**
 - Add a "right to waive" to Absenteeism for excused absences
 - Clarify language re: missed CAC meetings and voluntary abandonment
- **Participation outside of CAC Meetings (Sections 1.5 and 1.7)**
 - Revise Ad Hoc participation limitations
 - Add Air District Workgroup participation to Ad Hoc section
- **Revise agenda-setting (Section 1.8)**
- **Remove limitation of Charter amendments to occur only in odd years (Section 1.15)**

Process of Charter Amendments

Governance Ad Hoc Committee will:

- Make draft amendments to the Charter based on staff and Council Member recommendations
- Provide updates at CAC bimonthly meetings on progress
- Present amended Charter to CAC for consideration and a vote
- Bring CAC-approved, amended Charter to the Community Equity, Health, and Justice Committee for them to consider recommending to the Board of Directors for final approval

Selection of Governance Ad Hoc Members

- Limit to 4 members for efficiency in group editing and communications with Co-Chairs
- Will first ask for names of interested members
- Council then votes to approve formation of the Ad Hoc with names listed

Request for Governance Ad Hoc Members

- We will now take names of Council Members who are interested in participating in the Governance Ad Hoc
- List out names of interested Council Members

Public Comment



PUBLIC COMMENT ON AGENDA: 7

Formation of a Governance Ad Hoc Committee

- If you wish to provide public comment, please use the “raise hand” feature or dial *9 and the chair will call upon you at the appropriate time.
- Each person will have two (2) minutes to speak.

Questions & Discussion



Recommended Action

Sample Language for Motion to Form Ad Hoc:

I motion that the Community Advisory Council vote to approve the creation of a Governance Ad Hoc Committee that will develop draft amendments to the Community Advisory Council Charter comprised of the following members:

- *List names of interested CAC Members*

Vote



Contact

For more information:

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