

# Climate Advisory Board Bylaws

## ARTICLE I – PURPOSE AND INTENT

### Section 1: Purpose & Intent

- a. Pursuant to the provisions of Chapter 2, Article 6, Division 00, Sections 26.40 and 26.41 of the [San Diego Municipal Code](#), it is the purpose and intent of the City Council to establish a Climate Advisory Board to serve as an advisory body to the Mayor and the City Council on policies and issues related to climate, environment, environmental justice, energy justice, climate equity, sustainability, and energy policy for the City of San Diego and to assist the City in implementing the Climate Action Plan and attaining the City's stated goals in these areas.
- b. The Board shall develop a cooperative and supportive atmosphere on behalf of the climate, environmental, renewable energy and environmental justice stakeholders and communities in relation to the City and its implementation of the Climate Action Plan, climate equity programs, sustainability efforts, renewable energy development, mobility, mobility justice, transportation and related activities.

## ARTICLE II – MEMBERSHIP

### Section 1: Number

- a. The Climate Advisory Board consists of 15 members, who shall serve without compensation.
- b. The members shall be appointed by the Mayor and confirmed by the City Council.

### Section 2: Qualification of Members

- a. In nominating, appointing, and confirming members, the Mayor and City Council shall give preference to those: having expertise in decarbonization, mobility or planning, land use, public health related to climate change, climate or environmental science, or finance or economics; or those representing labor organizations, the renewable energy industry, environmental or energy justice organizations, zero waste or circular economy, as those terms are used in the Climate Action Plan, the clean technology industry, youth climate leadership, or citizen of a federally recognized tribe.
  - i. For purposes of this section, environmental or energy justice organizations mean organizations that address historical inequities suffered by people of color and marginalized communities to allow everyone to fairly share the same benefits and burdens of climate solutions and development, implementation, and enforcement of environmental laws, regulations, and policies to attain full and

equal access to opportunities, and youth climate leadership means a person 25 years of age or younger with a demonstrated leadership role in climate change advocacy.

- b. The Mayor shall appoint
  - i. Six members, giving preference to those with the qualifications set forth above.
  - ii. The remaining nine members to represent each Council district based on nominations provided by each Councilmember. Preference shall be given to nominees with the qualifications set forth above.
- c. Board membership should generally be representative of San Diego's demographic composition, including diversity of background and experience.
  - i. At least five members should primarily reside or work in Communities of Concern, as designated by the City's Climate Equity Index.
- d. No member shall be employed by or otherwise contracted or hired by, or serve on the board of directors of, any for-profit businesses serving in a major contracting role with the City of San Diego.
  - i. For purposes of this section, major contracting role means major public works contracts; contracts for goods or contracts for services that provide for expenditure of an amount greater than \$1,000,000 as awarded; consultant contracts that provide for expenditure of an amount greater than \$500,000 as awarded; any franchise agreement or contract pursuant to Charter sections 103, 103.1, 104, and 105, or any combination of major public works contracts, minor public works contracts, contracts for goods, contracts for services, or consultant contracts, when the sum of expenditures for such contracts exceeds \$3,000,000.
  - ii. The terms major public works contract, minor public works contract, contract for goods, contract for services, and consultant contract have the same meaning as in San Diego Municipal Code section 22.3003.

### Section 3: Terms

- a. Members shall serve two-year terms, and each member shall serve until a successor is duly appointed and confirmed. Members are limited to a maximum of eight consecutive years. Appointments shall be made in such a manner that the terms of not more than eight members shall expire in any year.
- b. Initial members shall be appointed in a manner to allow the terms to be staggered. For the initial appointments, eight members shall be appointed to two-year terms, and seven members shall be appointed to one-year terms. Initial appointments that are less than the full term of two years shall not have the initial term count for purposes of the eight-year limit.

- c. The expiration date of all terms shall be August 1. Any vacancy shall be filled for the remainder of the unexpired term.

#### Section 4: Vacancies

- a. Members are expected to attend and participate in all regularly scheduled meetings, and shall notify the Chair if they are unable to attend.
- b. The Board shall find a member is inactive upon:
  - o Receipt of a resignation in writing, or third consecutive unexcused absence, as determined by the Chair, or
  - o The fourth unexcused absence in a 12-month period from the Board's regular meetings, as determined by the Chair, or
  - o Appointee not sworn in within 3 months of Council confirmation.
- c. Upon report that a vacancy exists (receipt of a resignation in writing) or a member is inactive, staff liaison shall notify the Office of Boards and Commissions. In the case of a vacancy, the staff liaison can request the nomination of a candidate for City Council confirmation. In the case of an inactive member, the staff liaison can request that the Council remove the inactive member pursuant to Charter section 43(c).

#### Section 5: Officers

- a. The Board shall select from among its members a Chair, Vice Chair, and any other positions it chooses to define.
- b. Officers shall be elected annually by a majority vote of the Board members at the January meeting, or any time there is a vacancy.
- c. Officers may be removed from office by a two-thirds vote of the Board.

#### Section 6: Standards of Conduct

- a. In accepting the Oath of Office, members of the Board shall maintain the highest standards of professional and personal conduct. Members shall support the purpose and intent of the Board as established in the Municipal Code, uphold all laws and regulations, and refrain from using their membership on the Board to secure special advantage or benefit for themselves or others. Board members shall treat all fellow members, as well as members of the public, with courtesy, respect, objectivity, and fairness. Members shall refrain from engaging in activities which could result in a conflict of interest or reflect in a derogatory manner on the City.

## ARTICLE III – DUTIES AND FUNCTIONS

### Section 1: General Duties & Functions.

*Adopted 08/06/2024*

- a. The Climate Advisory Board shall:
  - i. Advise the Mayor, City Council, and relevant City departments on climate, environment, environmental justice, climate equity, sustainability, and energy policy for the City and assist the City in implementing the Climate Action Plan and attaining the City's stated goals in these areas.
  - ii. Develop recommendations on how the City can engage residents, communities, and non-governmental organizations to guide the implementation of the Climate Action Plan and other relevant plans or strategies, and how the City can engage in climate issues at the state and federal levels.
  - iii. Function as a primary channel of communication between the City and the residents, communities, and stakeholders; seek participation by regional businesses, political leaders, government agencies, and public interest groups on climate, climate equity, and renewable energy uses; hold public forums for public and stakeholder input; and provide periodic reports to the Environment Committee.
  - iv. Advise on potential public-private partnerships or pilot programs that advance the City's sustainability and energy goals.
  - v. Advise on innovative mechanisms and efficiencies to accelerate renewable energy deployment.
  - vi. Receive and review updates on climate and energy related contracts and agreements serving City residents, including the Franchise Compliance Review Committee as appropriate.
  - vii. Coordinate with other City advisory boards and City departments, such as the Community Forest Advisory Board, Planning Commission, the Mobility Board, and the Resiliency Advisory Board, as needed and as it relates to the purposes of this Board.
  - viii. Provide periodic reports to the Environment Committee, and make recommendations for the City to engage in regional climate-related issues at the state and federal level, including securing state and federal funding for climate-related issues.

## Section 2: Annual Work Plan

- a. The Board shall develop an annual work plan, approve it by the November Board meeting or as scheduled by the Chair, and review progress & make updates quarterly at Board meetings.

## Section 3: Annual Report

- a. As required by [Municipal Code §26.0107](#), in the fourth quarter of each calendar year the Board shall submit an annual report to the Office of Boards and Commissions.

## ARTICLE IV - MEETINGS

### Section 1: Meetings

- a. The Climate Advisory Board generally meets monthly, but may vary at the discretion of the Chair

### Section 2: Location

- a. Meetings of the Board shall be held at any place within the City of San Diego that is open to the public and as designated by the Chair with Staff support.
- b. The location must support remote participation and recording of the meeting (e.g. Zoom with appropriate in-room audio/visual equipment).
- c. The location must comply with the Americans with Disabilities Act.

### Section 3: Quorum

- a. Quorum shall consist of an absolute majority of the number of members for the Board, which is eight (8) members.

### Section 4: Absence of Chair

- a. The Vice Chair shall have all of the powers and duties of the Chair during the absence of or the inability of the Chair to act.
- b. Should there be no Vice-Chair chosen by the Board or if the Vice Chair is not in attendance, in the absence of the Chair a member of the Board may be selected by the members present to act as Chair for the duration of that meeting.

### Section 5: Parliamentary Procedure

- a. All Board meetings shall be conducted according to the latest revised edition of Robert's Rules of Order and in compliance with the San Diego Municipal Code, the Charter of the City of San Diego and the Ralph M. Brown Act (and any amendments thereto)

### Section 6: Board Meeting Agenda

- a. Agenda items may be suggested by the public, members of the Board, or City Staff.
- b. Board agendas set by Chair and communicated to City staff.

### Section 7: Order of business

*Adopted 08/06/2024*

- a. The order of business of regular Board meetings shall be as follows, or as modified by the Board Chair
  1. Call to order & roll call
  2. Land acknowledgement
  3. Adoption/Modification of agenda
  4. Announcements
  5. Approval of minutes
  6. Non-Agenda Public comment
  7. Regular items
  8. Proposed agenda items for future meetings
  9. Adjournment

## ARTICLE V – STAFF LIAISON ROLES & RESPONSIBILITIES

### Section 1: Staff Liaison Role

- a. Staff Liaisons for the City’s Boards and Commissions are a communication bridge between the board or commission they represent and the City of San Diego.

### Section 2: Staff Liaison Responsibilities

- a. Attend meetings: Liaisons attend meetings of the board or commission they represent. They take notes, ask questions, and ensure that the board or commission is adhering to Brown Act meeting requirements.
- b. Report back: Liaisons provide updates from the Office of Boards and Commissions to the board or commission and share any concerns or issues that have been raised from them back to the department.
- c. Facilitate communication: Liaisons facilitate communication between the board or commission and the Office of Boards and Commissions, ensuring that board members and commissioners are informed about decisions, policies, and procedures.
- d. Provide support: Liaisons provide support to the board or commission they represent. They may assist with research, drafting of documents, drafting and posting agendas and minutes to the digital kiosk and website, securing meeting locations, informing the Office of Boards and Commissions of resignations, and offering recommendations for filling vacancies.
- e. Advocate: Liaisons advocate for the board or commission they represent. They work to ensure that the interests of the board or commission are represented and that their goals and objectives are met.

# ARTICLE VI – COMMITTEES

## Section 1: Committees

- a. The Chair, with the advice of the Board, shall establish committees as may be necessary to expedite functions of the Board and shall appoint the Chair and members of such committees.
- b. Standing Committees are permanent committees that are essential to the Board's function. Ad Hoc Committees are temporary committees for specific tasks, and are dissolved when their tasks are complete.
- c. The Board Chair is an ex officio member of every committee. All committees shall not have more than a quorum of members. Standing committees are subject to the Ralph M. Brown Act and must comply with all noticing, attendance, and public participation requirements. Ad hoc committees are not subject to the Ralph M. Brown Act and may meet using teleconferencing.
- d. A Committee Chair shall send the agenda to the Board Chair in advance of the meeting. Committees shall perform duties as assigned by the Board and report their findings and recommendations at Board meetings. Committees shall keep written records of all meetings and decisions.
- e. The Board shall reaffirm or revise all committees and their members annually or as deemed necessary by the Chair.

# ARTICLE VII - COMMUNITY RELATIONS

## Section 1: Community Relations

- a. The Chair is the sole spokesperson for the Board and shall represent the Board in presenting, defending or commenting to anybody, concerning the approved recommendations of the Board. The Chair may designate an alternate as required. No other member of the Board may represent themselves as speaking as an official representative of the Board.

# ARTICLE VIII – ADOPTION AND AMENDMENT OF BYLAWS

## Section 1: Adoption & Amendment of Bylaws

- a. These by-laws shall be adopted and may be amended by a two-thirds vote of the Board members present at a meeting where a quorum is present.

- b. These bylaws shall be reviewed annually or as deemed necessary by the Chair.