



## COMMUNITY ADVISORY COMMITTEE POLICY PURPOSE AND SCOPE

### Community Advisory Committee (CAC) Authorization

Section 5.9 of the Clean Energy Alliance (CEA) Joint Powers Authority (JPA) Agreement provides the authority for the CEA Board to establish an advisory committee to assist the Board in implementing and operating its CCA program. Pursuant to the JPA Agreement, the committee should have equal representation from the member agencies. The Board may establish criteria to qualify for appointment to the committee, and establish rules, regulations, policies or procedures to govern the committee.

### CAC Membership Criteria

- The CAC membership shall consist of two (2) appointees from each CEA member agency. CAC committee members shall serve staggered two (2) year terms. In the inaugural year of an agency joining CEA, one appointee seat from the member agency shall serve one (1) year.
- CAC Members may reapply at the end of each term for consideration of reappointment by the Board.
- Committee members serve at the pleasure of the Board.
- CAC members will be subject to all applicable conflict of interest laws and may be required to disclose potential conflicts by filing a Form 700 Statement of Economic Interest. (Information about conflicts of interest and Form 700 can be found here: <http://www.fppc.ca.gov/Form700.html>.)
- Members shall be residents (property owners or renters) or business owners within the service territory of CEA.
- CAC membership will be considered for those that have a relevant background in or expertise related to one or more of the following fields: electricity, community outreach or engagement, or policy advocacy.
- Applicants must be committed to serving on the CAC and attending regular committee meetings, and occasional CEA Board meetings. Committee meetings will be held bi-monthly unless additional meetings are directed by the Board. Members are expected to maintain a good attendance record. A committee member may be removed from the CAC if the member has two consecutive unexcused absences from CAC meetings or has

unexcused absences from more than 25% of the CAC meetings in a calendar year.

- The CAC is subject to the Brown Act and all meetings will be publicly noticed and held in public settings pursuant to requirements of the Brown Act.
- CAC meetings, times and location will be determined annually by the CEA Board.
- The CAC shall appoint a Chair from a member of the CAC on an annual basis. The CAC Chair shall attend CEA Board of Directors Meetings on a regular basis to update the Board on current priorities.

### CAC Purpose & Objectives

The purpose of the CAC is to advise the CEA Board of Directors on those matters concerning the operation of its Community Choice Aggregation (CCA) program as directed by the Board of Directors in an annual workplan for the CAC that is adopted by the Board. The objectives of the CAC are to provide feedback to the Board, act as a liaison between the Board and the community and serve as a forum for community input on those matters assigned to the CAC in the annual workplan. The CAC shall not have any decision-making authority but will serve as an advisory body to the Board of Directors.

### CAC Member Selection Process

Applicants must complete and submit the Clean Energy Alliance Community Advisory Committee Application (Attachment A). Board Members will nominate one applicant per each open seat from their respective communities to the full Board for approval.

Attachment A  
Clean Energy Alliance  
Community Advisory Committee Application

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NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Are you a resident/business owner of one of the CEA member cities?

If yes, which city: \_\_\_\_\_

Please attach a current resume and respond to the following questions. Please attach a separate sheet if additional space is needed.

*What experience/perspective will you bring to the committee?*

*Describe any relevant background in or expertise related to one or more of the following fields: electricity, community outreach or engagement, or policy advocacy.*

*Do you have any interests or associations that might present a conflict of interest? If yes, please explain:*

*What do you hope to accomplish as a member of the Clean Energy Alliance Community Advisory Committee?*

Please provide three references

NAME	Phone Number	Relationship

By signing below, I acknowledge that I have sufficient time to actively participate in the Clean Energy Alliance Community Advisory Committee for the benefit of the program and the communities it serves. I understand that committee members are subject to conflict of interest laws and required to disclose potential conflicts by filing Form 700 Statement of Economic Interest.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Completed applications should be emailed to: [Clerk@TheCleanEnergyAlliance.org](mailto:Clerk@TheCleanEnergyAlliance.org)