



# Community Choice Energy in San Mateo County

## CCE Advisory Committee - Operating Guidelines

*Thank you for agreeing to serve on the County's Community Choice Energy (CCE) Advisory Committee. We greatly appreciate your participation as we consider a CCE program for the County and its interested cities. The following is an overview of administrative and organizational guidelines related to your service on the Committee.*

**Meeting Dates/Times:** 4th Thursday of each month, 7-9 pm

**Location:** San Mateo County Event Center, Cypress Hall, 1346 Saratoga Drive, San Mateo, CA 94403

**Purpose of Committee:** The CCE Advisory Committee provides a monthly forum for local governments, community stakeholders and the public to learn about and provide feedback on matters related to Community Choice Energy in San Mateo County. It is an ad-hoc committee of the County, co-chaired by Supervisors David Pine and Carole Groom, for the purpose of providing input and direction on CCE development and program design. It will meet monthly until such time that a Joint Powers Agency (JPA) is formed and a formal Board is appointed, but not longer than 18 months.

**Role of County & County staff:** As the lead sponsor of the CCE initiative, the County is providing financial, staff and consulting support for CCE start-up and formation until such time that a JPA is formed and a formal Board of Directors assumes responsibility for program operations and finances. Supervisors David Pine and Carole Groom are co-chairing the CCE committee and are acting as liaisons to the County Board of Supervisors. The initiative is being staffed by the County's Office of Sustainability, led by Director Jim Eggemeyer, and a staff team that provides day-to-day project management and committee support.

**Role of Committee members:** Committee members are asked to perform 3 primary functions throughout the CCE formation process:

- 1) Represent the views of your constituency in your comments and decision-making;
- 2) Serve as an information-channel back to your colleagues and community, providing liaison reports and/or opportunities for County reps to provide status reports and briefings; and
- 3) Help us identify issues of concern and opportunities to educate about CCE in San Mateo County.

We also ask that if you have questions or issues prior to a meeting that you contact staff in advance so that they can resolve the matter or be prepared to respond at the meeting.

**Public Participation:** All meetings are open to the public and the public is strongly encouraged to attend. Meeting notices/agenda will be posted to the County website and sent to the County's CCE listserv one week prior to each meeting. Members of the public will be given an opportunity to provide comment at the beginning of each meeting and at key points throughout the meeting as well.

**Meeting Materials and Attendance:** The meeting agenda and materials will be posted to the County's CCE website one week prior to each meeting and hard copies will also be available at the meetings. If you are unable to attend a meeting, make sure your alternate can attend in your absence.

**Voting:** As an ad-hoc advisory committee, the committee will not follow parliamentary procedure nor require a formal voting process. The committee co-chairs will lead open discussions and strive for consensus-based decision making. When votes or straw polls are needed, the majority vote/recommendation will carry, and dissenting opinions will be noted in the minutes. The County Board of Supervisors will remain the final decision-making body on matters related to CCE formation and program development.

**Media/Press Relations:** Press inquiries and requests for comment/interviews should be referred to David Burruto at [dburruto@smcgov.org](mailto:dburruto@smcgov.org).