

## **Composition and Structure of the Community Advisory Committee**

The Community Advisory Committee (CAC) will be comprised of 11 to 15 members drawn from the community and appointed by the PCE Board. Members might be affiliated with a community group, but will not formally represent any group on the CAC. The Community Advisory Committee is subject to the Brown Act. Meetings will be publicly noticed and open to the public in an accessible location.

Composition and Qualifications for the PCE Community Advisory Committee:

- Reside or work in San Mateo County.
- From geographically diverse areas of the County.
- Have a relevant background in or expertise related to one or more of the following fields: electricity, community outreach and engagement, or policy advocacy.
  - Expertise in the electricity field may include experience with electrical utilities or with energy production, efficiency, demand reduction, technology, financing, policy, or environmental impacts.
- Have the capability to build connections to local communities
- A personal commitment of time and energy to attending CAC and PCE meetings and to helping the organization attain its full potential.

Terms:

- Inaugural members of the PCE CAC will serve one, two, or three year terms, so that one third of the committee members' terms expire each year. Initial term lengths for each member will be chosen randomly after the initial cohort is selected.
- Subsequent CAC members will serve three-year terms.
- Committee members may serve a total of three terms.
- CAC members serve at the pleasure of the Board.

Meetings:

- The Community Advisory Committee will meet on a monthly basis. Meetings typically take place on the second Thursday of the month from 6:30 to 8:30 pm, two weeks prior to PCE's monthly Board meeting.
- Members are expected to attend 75% of the CAC meetings. To ensure the Committee regularly reaches a quorum and functions with consistency, missing additional meetings may result in removal from the Committee.

Other:

- The Community Advisory Committee membership will elect a Chair.
- Duties of the Chair include helping to set agendas and facilitate meetings for the CAC. The Chair, or the Chair's designee, will also provide a brief report back from the Community Advisory Committee to the PCE Board at each PCE Board meeting.
- Minutes will be recorded by PCE staff.
- The members of the CAC will be subject to all applicable conflict of interest laws.