

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

- The Citizens Advisory Committee 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 Citizens Advisory Committee.
- The Citizens Advisory Committee is subject to the Brown Act. Meetings will be publicly noticed, and will be open to the public in an accessible location.
- Composition and Qualifications for the PCE Citizens Advisory Committee:
  - o Reside or work in San Mateo County.
  - o From geographically diverse areas of the County.
  - o 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.
  - o Have the capability to build connections to local communities to encourage adoption of ECO100 and other carbon reducing practices.
  - o A personal commitment of time and energy to attending Citizens Advisory Committee and PCE meetings and to helping the organization attain its full potential.
  - o Attend at least one PCE board meeting prior to being approved to serve on the Citizens Advisory Committee.
- Terms:
  - o Inaugural members of the PCE Citizens Advisory Committee 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.
  - o Subsequent Citizens Advisory Committee members will serve three-year terms.
  - o Committee members may serve a total of three terms.
  - o Citizens Advisory Committee members serve at the pleasure of the board.
- Meetings:
  - o The Citizens Advisory Committee will meet on a monthly basis.
  - o Members are expected to attend 75% of the Citizens Advisory Committee meetings. To ensure the committee regularly reaches a quorum and functions with consistency, missing additional meetings may result in removal from the committee.

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