



## AB 617 Community Air Plan Community Steering Committee Charter

### **Background**

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a law that addresses the disproportionate impacts of air pollution exposure in the most heavily burdened communities throughout the State of California. The measure requires local air districts to take specific actions to monitor air quality in specific communities and to reduce air pollution emissions from commercial, industrial, and mobile sources that cause or significantly contribute to the air quality in selected communities.

Each year, air districts make recommendations to the California Air Resources Board (CARB) with a list of disadvantaged communities as defined by California Health and Safety Code § 39711, based on air monitoring information, existing public health data, and other relevant information.

As part of the requirements set forth in the CARB Community Air Protection Blueprint (Blueprint), the air districts are responsible for convening a Community Steering Committee, which includes community members who live, work, own businesses, and/or attend school within the community as defined in [the South Coast AQMD AB 617 final submittal to CARB](#). Members who serve on the committee should have an established rapport within the community that they represent and will demonstrate leadership by providing updates and outreach to their local community members. South Coast AQMD will convene a Community Steering Committee (CSC) in each selected community to discuss emissions reductions targets and strategies in order to create a tailored community air plan that addresses the community's highest priority concerns.

### **Goals of the Steering Committee**

The purpose of this advisory committee is to support active community involvement and collaboration in the AB 617 process by providing a forum for identifying air pollution issues in the community and potential solutions. Committee members will be responsible for discussing a variety of topics including but not limited to:

- Community air quality data to identify sources;
- Community concerns about emission sources to develop a shared understanding of the community's air pollution challenges;
- Propose implementation strategies for the community air monitoring and emissions reduction programs;
- Approaches for additional community outreach; and
- Metrics to track progress.

### **Membership Process and Criteria**

The selected parties are intended to be diverse in order to best represent different areas within the community. Emphasis is placed on selecting stakeholders with different types of networks, representing different types of organizations and businesses. Additionally, the Blueprint specifies that the CSC must be comprised of at least a majority of community residents.

Upon acceptance, the member agrees to the terms of the charter and will be added to the final roster. Each member may designate one person as their alternate if the primary member cannot attend a meeting. The alternate is required to submit an Interest Form before membership as an alternate is confirmed. Please note that only the primary or the alternate may serve at the table during a CSC meeting, if both members are in attendance.

Once the roster is finalized and approved by South Coast AQMD's Executive Officer, all subsequent modifications will have to be approved by CSC consensus and South Coast AQMD's Executive Officer. Members must reapply annually.

### **Roles and Responsibilities:**

The steering committee is responsible for advising on the development and implementation of the community air plan as well as disseminating information to the public and transmitting input from the representative sectors to the committee, as appropriate. This includes input to identify air pollution issues and sources. Committee members may be asked to review other related reports, previous community plans, studies and data to assist during the development of the community air plan. Committee members will also be expected to help develop emission reduction targets and metrics to evaluate the success of the plan.

CSC members who represent an agency, school, elected official's office, organization, business, or other entity other than themselves must be authorized to speak on behalf of that entity.

All steering committee members are expected to attend as many of the meetings as possible. South Coast AQMD reserves the right to remove CSC members and/or their alternate from the official roster if more than three meetings in a row are missed or unexcused.

All CSC meetings and community update meetings will be held in locations within the community, near local transportation and are open to the general public. Each of the CSC meetings and community update meetings will include a formal opportunity for all community members to provide public comment on the development of the community air plan and on the actions taken by the CSC. Public input is welcome and highly encouraged.

Spanish language interpretation services are provided at all meetings. Additional language interpretation can be provided if a majority of the CSC members indicate that this is necessary; a minimum 7-business day advance request is needed for additional language interpretation services.

Upon consensus agreement of the committee, meeting schedules may be adjusted with adequate advance notice.

Agendas will be distributed in advance of the meeting, and will include the meeting date, time, location, and agenda topics. Agenda topics will be developed by South Coast AQMD staff and committee members may request relevant items be added to an agenda at least one week prior to the scheduled meeting. Members of the public may also request additional agenda items during public comment, but these are subject to approval by the CSC.

All meeting materials, presentations, internal and external documents, correspondence or other written communications generated or disseminated by the CSC, or on behalf of the CSC, must be approved by South Coast AQMD staff prior to release. All documents, including meeting sign-in sheets, will be considered public record and may be released in response to a California Public Records Act request.

## **CODE OF CONDUCT**

To ensure mutual and respectful participation, all CSC members are requested to:

1. Be punctual, respect time limits for agenda items.
2. Communicate openly and directly.
3. Be courteous, listen attentively and be respectful of other points of view.
4. Participate fully in the group exchange and not engage in sideline conversations or distracting behaviors.
5. Be flexible and open to change and new ideas.