



San Luis Obispo (SLO) Community Climate Action Task Force Charter

Mission

To leverage community expertise, creativity, and resources in order to multiply SLO City's efforts to become carbon free.

Vision

A Carbon Free SLO

Values

- Passion and Contribution
- Positive Engagement and Collaboration
- Transparency and Accountability
- Innovation and Leadership
- Social Equity, Inclusion, and Diversity
- Sustainability, Natural resources, and the Environment

Background:

In January of 2017, the SLO City Council made climate action a major city goal. One of the key objectives directed by council was the creation of a “community climate action coalition” group of committed citizens approached SLO City offering to fill this role and formally establish the coalition. The coalition led by the task force, is an initiative of SLO Clean Energy, a local volunteer-based organization committed to creating a local clean energy economy. SLO Clean Energy is a fund of the San Luis Obispo County Community Foundation. In December of 2017, SLO City and SLO Clean Energy executed a memorandum of understanding outlining the respective organization's relationship, roles, and responsibilities. The City's Sustainability Manager and an appointed Council member will liaison to the Task Force on an ongoing basis.

Membership and Roles

- The task force will have 6 to 8 official members including the Chair and Vice-Chair.
- No less than ⅔ of task force members will be city residents.
- Task force role types are as follows:

- Task force members
 - Chair
 - Vice-Chair
 - Member (working group coordinator)
- Task force administrative coordinator
- Community member
- City participation includes:
 - SLO City Council Liaison
 - SLO City Staff Liaison (Sustainability Manager)
 - SLO City Staff Green Team

Responsibilities

- All participants must be committed to the task force's mission, vision, values.
- A task force member must commit to a two-year term serving on the task force.
- Each task force member must coordinate a task force working group (i.e Outreach, Electric Vehicles, Climate Action Plan, etc.)
- The chair sets the agenda and facilitates the task force meetings unless delegated.
- The chair liaisons with the SLO City Sustainability Manager and Council Liaison
- The chair actively consults with the vice-chair
- The vice-chair supports the chair and assumes chair responsibilities in the chair's absence.
- The task force administrative coordinator is not a voting member of the task force and provides support to the task force as needed such as coordinating meetings, facilitating internal communications, and helping document activities and draft annual report.

Member selection and removal

- The chair and vice-chair will be selected by majority vote of community members present.
- The chair and vice chair will be reselected on an annual basis.
- Interested community members must request an appointment to the task force by submitting a nomination application.
- If an opening is available, the request will be reviewed and discussed by existing task force members and SLO City liaisons in closed session and a recommendation will be presented for decision.
- In order to remain in good standing, a task force member must not miss three consecutive task force meetings and must communicate with the task force administrative coordinator 24 hours before missing a meeting.
- A task force member may be removed by a special decision.

Decision making

- Task force members each have one vote.
- The task force members will work in good faith to arrive at decisions through consensus.
- In the event that an issue cannot be resolved through consensus, then a vote of the task force members will be taken and a majority of 51% or more will prevail.
- A special decision requires a two-thirds vote of the task force members to prevail.

Meetings

- Task force will meet as a whole at least twice monthly
- Task force meetings will be advertised and open to community members.