

AB 617 Consultation Group Draft Charter

1. Introduction

In response to Assembly Bill (AB) 617 (C. Garcia, Chapter 136, Statutes of 2017), the California Air Resources Board (CARB) established the Community Air Protection Program (CAPP or Program). The Program's focus is to reduce exposure in communities most impacted by air pollution working closely local air districts, community groups, community members, environmental organizations, and regulated industries to develop a new community-focused action framework for community air protection. A component of CARB's outreach efforts includes the convening of a multi-stakeholder consultation group, the AB 617 Consultation Group (Consultation Group or Group).

2. Purpose and Scope of Activities

The Consultation Group will offer advice, perspectives and guidance to CARB regarding the development and implementation of the AB 617 program framework, as well as relevant related programs, so that the framework may benefit and reach local communities. The Consultation Group will provide an additional forum to discuss impacts of the proposed program on disadvantaged communities, development of the air monitoring plan and statewide strategy, and the identification of communities with the highest cumulative exposure burden. Meetings serve as an opportunity for dialogue among Consultation Group members and the identification of areas of agreement. Members are not asked to seek consensus in their advice. However, CARB staff will record areas of agreement, as well as the diverse perspectives when there is not agreement. Staff will work to integrate the Consultation Group's advice, as well as comments from other interested parties, including the public, into the draft Framework as appropriate. The CARB Board has final program decision-making authority.

3. Roles and Responsibilities

Chairperson. The Consultation Group is convened by a Chairperson, whose principal role is to strategically manage meetings. The Chairperson works with the facilitator and CARB staff to review and modify meeting agendas.

Facilitator. Meetings are facilitated by a neutral facilitator. The facilitator manages dialogue in meetings, ensures that all points of view held by Members are heard and that the interests of each Member's constituencies are considered, addresses and seeks to resolve ongoing conflicts, assists in the development of agendas, and reviews meeting notes.

Administrative Support. Administrative project support for the Consultation Group is currently provided by CARB Staff, whose responsibilities include distributing agendas and meeting materials, providing meeting notes, maintaining mailing lists, and providing a point of contact for public inquiries about the process.

Members. The Consultation Group is composed of approximately 25 members representing a variety of stakeholder interests around community air quality issues, including environmental justice organizations, air districts, industry, academia, public health organizations and agencies, local government, agriculture, labor, and a tribal perspective. In inviting members, CARB has taken into consideration ensuring a range of perspectives in the Group as well as representation from communities impacted by the development and implementation of the AB 617 program. CARB may augment Group membership if additional expertise or perspectives are desired.

A roster of members is available on the CARB website at <https://ww2.arb.ca.gov/our-work/programs/community-air-protection-program-ab617/community-air-protection-program-consultation-group>.

Member Duties.

- All Consultation Group discussions are to occur in a public setting, at official meetings.
- Discussions shall not be revisited for the purpose of allowing previously absent members to provide advice on those topics.
- Members are asked to speak only for their organization or themselves when asked by external parties, including the media, about the Consultation Group's work. When asked about another member's or agency's views, the member should refer the inquiry to that party directly.
- Members are asked to regularly communicate information about Consultation Group developments to their respective constituencies, and actively seek perspectives to share in Consultation Group discussions.

Member Replacement. A Member seeking to resign is asked to provide written resignation communication (e.g., letter, email) to the Chairperson and facilitator.

Alternates. Each Member may designate one alternate to attend any Group meetings that the formal representative cannot attend. Members will brief alternates so that they can participate effectively in meetings when necessary.

Working Together.

To ensure Consultation Group meetings are effective and inclusive, all Members agree to observe the following Code of Conduct:

Please:

- Speak one at a time and refrain from interrupting others
- Be respectful of time - share the floor so all can participate
- When speaking:
 - Begin by identifying yourself and your affiliation
 - Keep comments focused on the current topic

- Support a respectful environment – we can respect others even when we disagree with their views
- Refrain from accusations, innuendo, personal attacks or maligning others’ motivations or perspectives
- Be comfortable
 - Take side conversations or phone calls outside
 - Turn electronic devices to mute or vibrate
 - Take personal breaks as needed

4. Meetings

Consultation Group shall meet approximately five times during development of the Framework. Meeting locations will be rotated among various regions of the state. Meetings are publicly noticed and open to the public, and agendas designate discrete periods of time for public comment. However, meeting time is principally reserved for CARB updates and presentations and discussions between and among Consultation Group members and CARB staff.

Meeting Summaries. Written notes will be prepared for each meeting, providing a high-level summary of action items, key areas of advice and recommendation, areas of agreement, and the range of views and intensity of discussion. Draft minutes will be provided to members prior to the next regular meeting in order to allow sufficient time for the members to review them.