

# MENDOCINO COUNTY CLIMATE ACTION ADVISORY COMMITTEE



## AGENDA

January 10, 2020 - 12:00 PM

Mendocino County Museum  
400 Commercial Street  
Willits, CA

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**1. OPEN SESSION / ROLL CALL**

**2. PUBLIC EXPRESSION**

*Members of the public are welcome to address the Committee on items not listed on the agenda, but within the jurisdiction of the Committee. The Committee is prohibited by law from taking action on matters not on the agenda, but may ask questions to clarify the speaker's comment. The Committee limits testimony on matters not on the agenda to 3 minutes per person and not more than 10 minutes for a particular subject at the discretion of the Chair of the Committee.*

**3. COMMITTEE MATTERS**

- 3a) Introductions of Mendocino County Climate Action Advisory Committee Members and Review of Agenda**
- 3b) Acceptance of Presentation from Kitchen Table Consulting Regarding Meeting Objectives**
- 3c) Discussion and Possible Action Regarding Presentation from Kitchen Table Consulting Including Adoption of Principles (*not by-laws, non-binding*) Committee Operating Principles**
- 3d) Discussion and Possible Action Regarding Development of Ad Hoc Committees Including: 1) Receipt of Brief Overview of Legal Requirements of Ad Hoc Committees; 2) Identification of Potential Ad Hoc Committee Topics; 3) Prioritization and Selection of the Number of Ad Hoc Committees to Form and the Topics for Each Committee; and 4) Identification of Mendocino County Climate Action Advisory Committee (MCCAAC) Members for each Ad Hoc Committee**

- 3e) Discussion and Possible Action Regarding Creation of Focus Group Ad Hoc Committees and Drafting of Typical Tasks for the Ad Hoc Committees**
- 3f) Discussion and Possible Action Including Acceptance of Presentation Regarding Draft By-Laws and Possible Adoption of By-Laws**
- 3g) Discussion and Possible Action Regarding Selection of February Mendocino County Climate Action Advisory Committee (MCCAAC) and Standing Committee Meeting Date(s) and Time(s)**
- 3h) Discuss and Possible Action Regarding Selection of Agenda Items February 2020 Committee Meeting and Related Direction to Chair**
- 3i) Discussion and Possible Action Regarding Ways to Share Meeting Information**

## **ADJOURNMENT**

*The Committee complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting materials available in appropriate formats (pursuant to Government Code section 54953.2) Anyone requiring reasonable accommodation to participate in the meeting should contact the Committee clerk by calling (707) 463-4441 at least five days prior to the meeting.*

# **Mendocino County Climate Action Advisory Committee**

Kitchen Table Consulting, LLC.  
Miles Gordon & Jen Dalton  
Friday, January 10, 2020

# Objectives and Agenda

## Facilitators:

- Funding Considerations and Group Formation
- Develop Committee Operating Principles (different than by-laws)
- Focus Group Areas: Priorities, Key Examples, Partners, and MCCAAC Members
- Create Ad Hoc Focus Groups

## Chair:

- By-laws
- Next meeting date(s) and Agenda

## Committee Operating Principles – Appreciative Inquiry

- Unique group – diverse experiences and large geographic area
- Very important work with short and long-term goals
- Need to work at highest level and best selves
- Draw on past experiences of what makes an effective group

## Committee Operating Principles, continued

### Pair Share:

1. **Pair up** with someone new.
2. **Interview them** to discover and **appreciate positive characteristics** of a highly functioning team.
3. **Use the handout** for the questions and to take notes.
4. **This is not a conversation. Practice listening** and inquiring. Have an appreciative mindset.
5. **Briefly share the most interesting** and illuminating information you *learned*.

## Committee Operating Principles, continued

**In Groups of 4, create 3-4 Operating Principles:**

- **“In our Committee, we ...”**

**Example**- If recurring theme is availability of data to make decisions, then principle might be:

“In our Committee, we provide and have the information we need to make decisions at our meetings.”

## Bringing Principles to Life

### *Questions to consider:*

- How do I bring these principles to life in the work?
- What is my personal responsibility to the commitment I made in becoming a Climate Action Advisory member?
- How do we keep each other accountable to these principles?



## Focus Group Areas:

### Priorities, Key Examples, Partners, and MCCAAC Members

- Maximize time together as a whole group
- Crowdsourcing and Prioritizing your Focus Area Interests
- Identify Inspiring Examples and Key Partners
- Self-select into Focus Areas
- Create Ad Hoc Committees to initiate the Advisory Council's work on the Focus Areas

## Creating the Ad Hoc Focus Areas

**In Groups (2 groups/7-8 members per group) – 120 minutes:**

- 1. Discuss:** Focus Areas and sub-categories
- 2. Prioritize Focus Areas** for next 1-3 years
- 3. Identify Inspiring Examples** and **Key Partners**
- 4. Self-select Membership** in Focus Group

Rotate Groups and repeat steps 1-4

- 5. List** any **Missing Focus Areas**
  - **Share back** with full group

### GHG Reduction and Community Preparedness

| <u>Focus Group Areas</u>   | <u>Priority</u> | <u>Inspiring Examples</u> | <u>Key Partners</u> | <u>MCCAAC Members</u> |
|--|-----------------|---------------------------|---------------------|-----------------------|
| <b>Energy</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>                   |                 |                           |                     |                       |
| <b>Transportation</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>           |                 |                           |                     |                       |
| <b>Land Use and Development</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> |                 |                           |                     |                       |
| <b>Solid Waste</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>              |                 |                           |                     |                       |
| <b>Community Preparedness</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>              |                 |                           |                     |                       |
| <b>Missing Areas</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>            |                 |                           |                     |                       |

## Carbon Storage

| <u>Focus Group Areas</u>  | <u>Priority</u> | <u>Inspiring Examples</u> | <u>Key Partners</u> | <u>MCCAAC Members</u> |
|---|-----------------|---------------------------|---------------------|-----------------------|
| <b>Forests/Forestry</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>                       |                 |                           |                     |                       |
| <b>Rangelands</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>                             |                 |                           |                     |                       |
| <b>Agriculture</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>                            |                 |                           |                     |                       |
| <b>Oceans, Coastal, Near shore Ecosystems</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> |                 |                           |                     |                       |
| <b>Water courses, Riparian, Wetlands</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>                |                 |                           |                     |                       |
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## Ad Hoc Committees: Creation and Next Steps

- Vote to create
- Select chairperson
- Create agendas
- Set up meeting time and place
- Invite key partners and relevant resources
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# Thank You!

Jen Dalton & Miles Gordon  
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## GHG Reduction and Community Preparedness

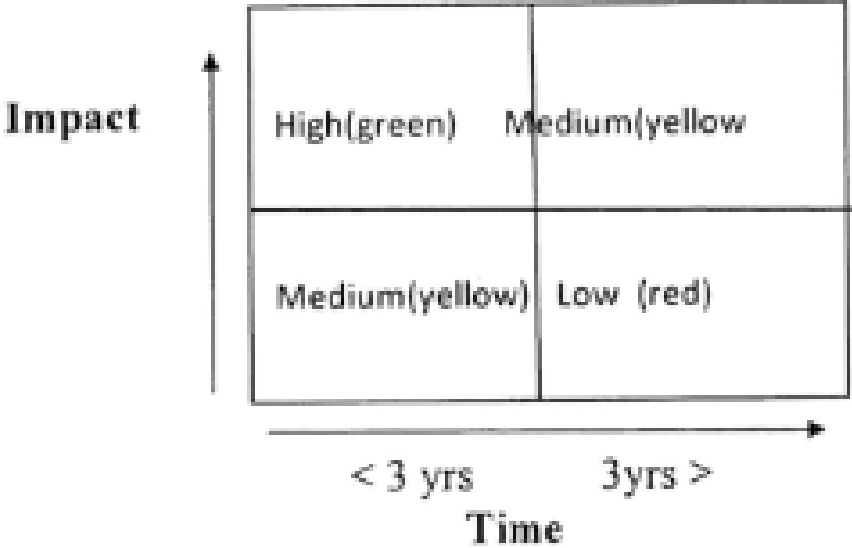
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**Prioritization Impact Chart**



**Appreciative Inquiry – Developing Group Operating Principles**  
Interview Questions

**1. Reflect on your time with another organization or group . . .**

Locate a highpoint for you, when you felt most effective and engaged; when you felt you were making a difference.

- Describe **how you felt, what you were doing and what made the situation possible.**

**2. Describe a time when you were part of a team that had a high level of trust and respect among the members.**

- How was **trust and respect communicated?**
- What made it possible to **establish trust** in this group?

## **ARTICLE I – ORGANIZATION AND DUTIES**

### **A. NAME**

Pursuant to the Mendocino County Board of Supervisors Resolution No. 19-207 (attached hereto and made a part thereof), the name of the Committee shall be the **Mendocino County Climate Action Advisory Committee**, (MCCAAC or the “Committee”).

### **B. COMMITTEE PURPOSE AND CHARGE**

The Committee will ultimately recommend to the Mendocino County Board of Supervisors action items and policy proposals leading to adoption and implementation of a Mendocino County Sustainability and Climate Action Program to

1. Reduce greenhouse gas emissions
2. Increase carbon sequestration
3. Coordinate with local, county, and state offices in climate change preparedness efforts

### **C. DUTIES**

The Duties of the Committee are to actively pursue Article IB (above) by adhering to the suggested protocol of County Resolution 19-207, Exhibit A; These protocols include:

1. Developing and participating in “Focus Groups” to research and develop proposals to the MCCAAC. Focus groups will develop relationships with partner agencies to develop action items and policy proposals
2. Promoting outreach and education, and identifying obstacles to focus group and partnership participation with the MCCAAC.
3. Making (at minimum) annual reports to the Mendocino Co. Board of Supervisors, which include accomplishments of the Committee and recommended actions and policy proposals.

## **ARTICLE II -- MEMBERSHIP**

The Committee shall consist of fifteen (15) members as detailed in Resolution 19-207 and Exhibit A.

### **A. OFFICERS**

All officers below shall be selected from among the voting members of the Committee by a majority vote at the first meeting of the calendar year.

1. **Committee Chair.** The Chair is responsible for preparing Committee meeting agendas and shall preside at all Committee meetings and have the duties and responsibilities normally attendant upon that office, as well as duties and responsibilities prescribed by these bylaws and delegated or assigned by the Committee. The Chair shall serve as Chair for a **one-year** term, or until the Chair’s successor is appointed, and may be reappointed for one or more additional **one-year** terms???
2. **Committee Vice Chair.** The Vice Chair shall act for the Chair during the Chair’s temporary absence or disability. The term of the Vice Chair shall be one year commencing at the first meeting in January, or until the Vice Chair’s successor is appointed. The Vice Chair may be reappointed Vice Chair for one or more additional one-year terms. If both the Committee Chair and the Committee Vice Chair are unavailable to preside at a Committee meeting, the Committee may designate a member to preside at that meeting.

*DRAFT BYLAWS OF THE  
MENDOCINO COUNTY CLIMATE ACTION ADVISORY COMMITTEE (mccaac)  
SUBMITTED BY ELLEN DRELL & TESS ALBIN-SMITH (JAN. 3, 2020)*

3. **Committee Secretary.** The Committee Secretary shall keep a record of all Committee proceedings.

**B. MEMBER RESPONSIBILITIES:**

1. Every member shall actively participate in the work of the Committee.

C. Every member shall participate at least one “focus group” of his or her choice.

**D. VACANCIES:**

1. Committee members shall communicate their intentions in to resign to both the Committee Chair and Clerk of the Mendocino County Board of Supervisors in writing. When a vacancy occurs, the Clerk shall immediately notify the Board of Supervisors, which, in a timely manner, will appoint a new Committee member to fill the vacated position for the unexpired term.

**E. ATTENDANCE.**

Committee members who cannot attend a scheduled Committee meeting should notify the Committee Chair and Secretary within a reasonable amount of time prior to the meeting.

**F. REMOVAL:**

Members serve at the pleasure of the Board of Supervisors and may be removed by a majority vote of the Board of Supervisors. The Committee may, on a two-thirds vote of the Committee, recommend to the Board of Supervisors the removal of a Committee member.

### **ARTICLE III -- COMMITTEE MEETINGS**

Meetings of the Committee shall be publicly noticed, open to the public and adhere to all the provisions as set forth in the Ralph M. Brown Act (Government Code Action 54950 et. seq.).

**A. REGULAR MEETINGS:**

The Committee shall hold Regular meetings at least (\_\_\_\_\_) times per year (monthly? Formula days of month?), and at a location, or in various locations, within Mendocino County, and at a time chosen by the Committee at the conclusion of each meeting. The public shall be notified of Committee meetings according to applicable law and County procedures.

**B. SPECIAL MEETINGS:**

Special meetings of the Committee may be held at any time upon the call of the Chair, the Vice Chair, or any quorum of the Committee. Notice of special meetings shall be in accordance with applicable law and County procedures.

**C. QUORUM:**

1. A majority of the Committee members (excluding vacancies?) shall constitute a quorum for the conduct of Committee business. The Committee Chair shall be counted for the purposes of determining a quorum. If a quorum exists at any time during the meeting, a quorum is presumed to exist for the remainder of the meeting. Should a quorum not exist the Chair may, in the Chair’s discretion, entertain and report any general discussions and any consensus of the Committee members present at the meeting.
2. A majority vote shall be a majority of members present at a regular or special meeting at which a quorum is present. (count abstentions in majority?)

*DRAFT BYLAWS OF THE  
MENDOCINO COUNTY CLIMATE ACTION ADVISORY COMMITTEE (mccaac)  
SUBMITTED BY ELLEN DRELL & TESS ALBIN-SMITH (JAN. 3, 2020)*

**D. PUBLIC PARTICIPATION:**

All Committee meetings shall be open to the public and shall be held in locations that are accessible to the public. The Committee Chair may, subject to challenge by a majority of the Committee members, permit or close public discussion on any agenda item. Public participation at a Committee meeting relative to specific agenda items should, to the extent possible, present new information not previously made available to the public. A speaker time limit may be enforced at the discretion of the Chair.

**E. ORDER OF BUSINESS:**

The business of the Committee shall be conducted in the following order:

1. **Call to Order.**
2. **Agenda Approval.** The agenda order may be amended by the Chair or by a vote of the Committee. Any new agenda items shall require a supermajority vote, in accordance with applicable state and County public notice requirements.
3. **Public Expression.** The public may speak to non-agenda items (only) at this time.
4. **Minutes Approval.** Approval of the minutes of the prior meeting(s).
5. **Business.** Consideration of agenda items on the published agenda or amended agenda.
6. **Other Business.** Information items or reports of the Chair, Committee members or staff.
7. **Adjournment.** Motion to adjourn.

**F. CONDUCT OF BUSINESS**

The business of the Committee shall be conducted in accordance with the following provisions:

1. **Robert's Rules of Order.** Committee meetings shall be governed by Robert's Rules of Order (most recent revision), to the extent they are consistent with laws, County and Committee bylaws, and applicable County policies and procedures. If these bylaws conflict with the County's bylaws or applicable law, the County's bylaws and applicable law shall prevail.
2. **Suspension of Rules.** Committee rules and procedures may be suspended by two-thirds vote of the Committee members present.
3. **Voting, Motions and Recording.** Voting on any matter shall be by voice vote. Upon request of any Committee member, the Secretary shall repeat the motion and name the mover and the seconder immediately preceding a vote by the Committee. There shall be no voting by proxy and each member and the Chair shall be entitled to only one vote on any issue. Committee members shall personally participate in Committee meetings. Discussion and voting by electronic or other remote means is not permitted.

**G. Public Record.** All minutes and other records of Committee proceedings shall be r by the Committee Secretary.

**H. DATE, TIME, AND PLACE**

Prior to the adjournment of each regular meeting, the Committee shall establish by a majority vote of the members present, the date, time and place and preliminary agenda for the next regular meeting of the Committee.

## **ARTICLE IV -- COMMITTEES**

### **A. STANDING COMMITTEES:**

The Committee Chair may appoint or dissolve special committees of the Committee, subject to Committee approval. Except as otherwise provided in these bylaws, procedures governing notification of meeting time and place, order of business, and conduct of business at meetings of special committees shall be the same as those for meetings of the Committee. Subcommittees may be formed to address existing or emerging issues.

### **B. AD Hoc COMMITTEES**

The Chairperson may create an Ad Hoc committee at any time. Ad Hoc committees are limited in scope and duration and address specific issues under consideration of the MCCAAC. Ad Hoc committees terminate no later than the submission of the Annual Report to the MCCAAC.

#### **FOCUS GROUPS -- DO WE DESCRIBE THESE AS AD HOC?**

*All Committee Members will help develop and participate in at least one ad hoc committee called a "Focus Group". These groups are needed to further the mission of the MCCAAC and report back to the Committee, and will include experts and others working in the fields of energy, solid waste, land use and development, transportation, forests and forestry, agriculture and community preparedness.*

## **ARTICLE V – BYLAW AMENDMENTS**

The Committee may recommend amendments to these bylaws by a two-thirds vote of the members present at any regular meeting of the Committee, provided written notice setting forth in detail the contents of the proposed amendments has been given to Committee members at least ten (10) calendar days prior to the meeting. Recommended amendments shall not be effective unless approved by a majority of the full Committee and ratified by the Board of Supervisors.

## RESOLUTION NO. 19-207

### RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS CREATING THE MENDOCINO COUNTY CLIMATE ACTION ADVISORY COMMITTEE

WHEREAS, on March 19, 2019, the Mendocino County Board of Supervisors heard a proposal entitled "Mendocino County's Commitment and Mission to Fight Climate Change" which called for the creation of a Mendocino County Climate Action Advisory Committee (MCCAAC) to make recommendations to the Board of Supervisors to implement a Mendocino County Sustainability and Climate Action Program, with a focus on developing action and policy proposals towards meeting the goals contained in the Intergovernmental Panel on Climate Change (IPCC) report entitled "Global Warming of 1.5 Degrees Celsius" for greenhouse gas reduction, carbon sequestration and storage, and community climate change preparedness; and

WHEREAS, the Board of Supervisors endorsed in principle the proposal presented and directed staff to schedule a workshop/presentation on the formation and structure of the MCCAAC; and

WHEREAS, said workshop was held on April 16, 2019, where the Board of Supervisors heard a proposal for the MCCAAC which recommended a citizen-driven structure which would recruit and populate topical focus groups to research and develop proposals to the committee; and

WHEREAS, the proposal contemplated that the committee would include a broad range of stakeholders representing diverse interests across Mendocino County's five supervisorial districts; and

WHEREAS, the proposal contemplated that the committee would work with local, regional, and national partners including tribal nations, fire safe councils, water and fire districts, local community groups and organizations, and others; and

WHEREAS, the Board of Supervisors supports the proposal and desires to create such an advisory committee;

NOW, THEREFORE, BE IT RESOLVED that the Mendocino County Board of Supervisors hereby creates the Mendocino County Climate Action Advisory Committee ("MCCAAC") to make recommendations to the Board of Supervisors on implementation of a Mendocino County Sustainability and Climate Action Program aligned with the document entitled "Proposal for a Citizen-Driven Structure for the Mendocino County Climate Action Advisory Committee" attached hereto as exhibit A.

#### MEMBERSHIP

The MCCAAC shall consist of fifteen (15) members appointed by the Board of Supervisors. All members of the MCCAAC shall be Mendocino County residents, and no more than three (3) MCCAAC members shall be residents of any one supervisorial district at the time of their initial appointment. MCCAAC members shall serve a term of three (3) calendar years, except that in the first year of appointment, one MCCAAC member from each supervisorial district shall be appointed for a term ending December 31, 2020, one MCCAAC member from each supervisorial district shall be appointed for a term ending December 31, 2021, and one MCCAAC member from each supervisorial district shall be appointed for a term ending December 31, 2022.

CHAIR PRO-TEMPORE

The Board of Supervisors shall designate a chair pro-tempore, who shall call the first meeting of the MCCAAC. The first agenda shall include the election of officers and any other provisions required to govern the MCCAAC's activities.

BYLAWS

All meetings of the MCCAAC shall comply with the Ralph M. Brown Act and any other requirement of California law. Once the MCCAAC drafts written bylaws and procedures to address quorum, the election of officers, the schedule of meetings, the creation of focus groups, and such other topics as may be appropriate, the written bylaws and procedures shall be submitted to the Board of Supervisors for approval and adoption.

VACANCY

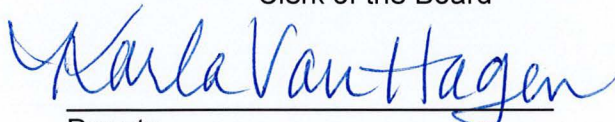
The Clerk of the Board of Supervisors shall be responsible for noticing vacancy of the available seats comprising the MCCAAC. The Clerk of the Board of shall be responsible for receiving and processing nominations to the Board of Supervisors and shall track the expiration of terms and notify appointees thereof of term expiration.


The foregoing Resolution introduced by Supervisor Williams, seconded by Supervisor McCowen, and carried this 9<sup>th</sup> day of July, 2019, by the following vote:

AYES: Supervisors McCowen, Haschak, Gjerde, and Williams  
NOES: Supervisor Brown  
ABSENT: None

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.


ATTEST: CARMEL J. ANGELO  
Clerk of the Board

  
Deputy


  
CARRE BROWN Chair  
Mendocino County Board of Supervisors

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

APPROVED AS TO FORM:  
KATHARINE L. ELLIOTT, County Counsel

  
Deputy

BY: CARMEL J. ANGELO  
Clerk of the Board

  
Deputy



## Exhibit A

### Proposal for a Citizen-Driven Structure for the Mendocino County Climate Action Advisory Committee (MCCAAC)

#### MCCAAC Suggested Structure and Protocol

1. The MCCAAC will be a 15 member committee with representation of 3 per supervisorial district
2. The MCCAAC will recruit and populate topical Focus Groups to research and develop proposals to the MCCAAC
3. Every member of the MCCAAC will serve on at least one Focus Group
4. MCCAAC and Focus Group meetings are open to public
5. Focus Groups make regular written progress reports to MCCAAC and may include proposals for action to be undertaken by the Board of Supervisors (BOS)
6. MCCAAC develops action proposals from Focus Groups to make recommendations to the BOS for action items needed to implement Mendocino County's Sustainability and Climate Action Program
7. MCCAAC Focus Groups work with local partners such as Municipal Advisory Councils, Water and Fire Districts, Fire Safe Councils, Environmental and Sustainability citizen groups, and other local community groups and organizations
8. MCCAAC makes annual report to BOS on accomplishments, recommended actions and policy proposals
9. MCCAAC works in an appropriate fashion with Tribal Nations, state agencies, and other local, regional, and national partners  
(Recommended Tribal relations protocol explained in Proposed Process, page 2)
10. MCCAAC district representatives shall hold periodic public meetings to share information, discuss issues and receive public input
11. MCCAAC's scope of work will concentrate on developing action items and policy proposals towards meeting the Intergovernmental Panel on Climate Change (IPCC) report entitled "Global Warming of 1.5 Degrees Celsius" goals of:
  - a. Green House Gas (GHG) reduction
  - b. Carbon sequestration and storage
  - c. And the State and County's goals for community climate change preparedness in coordination with Mendocino County Office of Emergency Services (MCOES) and the Mendocino County Fire Safe Council as appropriate
12. Topics for Focus Groups include the following:
  - a. GHG Reduction in the areas of:
    - i. Energy
    - ii. Solid Waste
    - iii. Land use and development (green and energy-efficient building, decarbonization of electricity and other fuels)
    - iv. Transportation
  - b. Carbon storage
    - i. Forests/Forestry
    - ii. Agriculture
  - c. Community Preparedness
13. Other suggested committee functions include:
  - a. Outreach and Accommodation (identify and address structural obstacles to broad participation in the MCCAAC)
  - b. Education

## **Proposed Process**

- 1) Mendocino County Board of Supervisors appoints the members of the MCCAAC, which shall make recommendation to the BOS on implementation of Mendocino County's Sustainability and Climate Action Program.
- 2) MCCAAC is comprised of representation across the 5 districts and list of stakeholder communities. It is suggested that there be diverse representation including a representative seat on the MCCAAC for each of the following:
  - a) Tribal Government
  - b) Environmental Protection
  - c) Forestry
  - d) Unions
  - e) Business/Economic Development
  - f) Community and Social Justice groups
- 3) Each Supervisorial District has 3 representatives
- 4) MCCAAC recruits and populates the Focus Groups in the following topic areas (as a starting point):

### GHG

Energy

Transportation

Solid Waste

Land Use/Zoning & Planning: Green Building/Development/Retrofitting

### Carbon

Forests/Forestry

Agriculture

### Community Preparedness

- 5) MCCAAC will facilitate work on topics that are relevant to multiple Focus Groups such as:
  - Oceans and Near Shore Ecosystems
  - Wetlands and Riparian
  - Rangeland
- 6) Other suggested MCCAAC functions include:
  - Education
  - Outreach & Accommodation (to identify structural obstacles to broader participation, such as childcare)

- 7) Guidelines for Recruitment and Function of Focus Groups:
  - a) Invite across the entire stakeholder population
  - b) Focus Groups will have 3 members minimum for voting membership
  - c) Will hold public meetings for input, encouraged to outreach to the whole community, especially populations most directly impacted by the areas for proposals
  - d) Focus Groups must establish their own process protocols for decision making and keep written records of decisions
  - e) Each Focus Group shall include at least one MCCAAC member to provide connectivity between the Focus Groups and the MCCAAC
  
- 8) Focus Groups hold meetings, develop action and policy proposals to present to the MCCAAC. Focus Groups work with local community resources on the district level and region-wide as appropriate to topic.
  - a) Focus Groups make proposal recommendations to MCCAAC and will cc to 10 tribes of Mendocino County and the Intertribal Sinkyone Wilderness Committee for review and input.
  
- 9) MCCAAC hears and receives written reports from Focus Groups and considers associated proposals.
  
- 10) MCCAAC reviews and develops proposals for the BOS to consider for action.
  - a) Actions the MCCAAC may take re: Focus Groups proposals:
    - i) Adopt
    - ii) Refer for further development
    - iii) Table
    - iv) All decisions of the MCCAAC re: adoption of proposals must be based on meeting or reasonably moving towards the goals articulated in the enabling document (IPCC)
  - b) There are three paths to accomplishing the desired outcomes:
    - i) Requirements (ordinances, rules)
    - ii) Incentives (tax or fee breaks for green actions)
    - iii) Encouragement and Education
  
- 11) Once the MCCAAC determines proposals are consistent with or needed to implement the County's Sustainability and Climate Action Program they will recommend the BOS agendize the proposals for action and cc the 10 tribes and Intertribal Sinkyone Wilderness Council for review and input.
  
- 12) Report from the MCCAAC will be regularly agendized at the BOS meetings.