

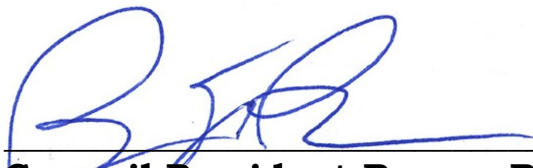
**SPECIAL MEETING NOTICE/AGENDA OF THE
STEERING COMMITTEE OF THE SUSTAINABILITY ACTION
SUBCOMMITTEE**

A special meeting of the Steering Committee of the Sustainability Action Subcommittee will be held on Tuesday, July 26, 2022, at 3:00 p.m.

A special meeting of the Steering Committee of the Sustainability Action Subcommittee will be held virtually at **3:00 p.m. on Tuesday, July 26, 2022**, via the Zoom meeting info on the attached agenda.

The meeting will be open to the public virtually. No public testimony will be taken, and discussion will be limited to appropriate officials and staff.

Agenda Attached



Council President Breean Beggs



SAS Steering Committee

Tuesday July 26th, 2022

3:00 PM

Virtual Meeting

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment Period:

No public comment will be received today

Main Agenda:

1. Approve June Minutes
2. Review and Agree on Chair and Vice Chair job descriptions/duties
3. How to nominate members leadership
4. Review SC Process (Larry)
 - Interfacing with the SAS Workgroups
 - Voting procedures

Guest Speakers

none

Next Meeting

TBD

Join Zoom Meeting

<https://us06web.zoom.us/j/89600853738?pwd=RVdjentlPaDU5RUVadkdBeVBuHRYUT09>

Meeting ID: 896 0085 3738

Passcode: 710435

One tap mobile

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+12532158782,,89600853738#,,, *710435# US (Tacoma)

Dial by your location

+1 669 444 9171 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 896 0085 3738

Passcode: 710435

Find your local number: <https://us06web.zoom.us/j/89600853738>

Sustainability Action Subcommittee (SAS) Steering Committee (SC) Job Descriptions

SC Chair – 1-year term with possibility of re-election

1. Provides leadership and guidance to the group.
2. Creates monthly agenda in consultation with the Manager of Sustainability Initiatives and vice chairs.
3. Facilitates the monthly meetings.
4. Delegates tasks to SC members as appropriate.
5. Acts as liaison between the SC and SAS – must attend SAS monthly meetings regularly.
6. Coordinates updates and recommendations with any workgroups. (This is a shared responsibility with the Manager of Sustainability Initiatives.)
7. Agrees to read and understand relevant documents: Sustainability Action Plan, SAS related resolutions and ordinances, etc.
8. Coordinates SAS recommendations to City Council – both reports and presentations.
9. Keeps the committee focused on the topics at hand and address committee members who consistently take the group off-topic.
10. Establish a welcoming environment that invites a variety of perspectives into the discussion.

SC Vice Chair (2 seats) – 1-year and 2-year term with possibility of re-election

1. Provide feedback and input on meeting agendas.
2. Provide feedback to the chair on what aspects of the SC processes are working and what needs improving.
3. In the event the chair is absent or unavailable, the vice chair steps in to perform the duties of the chair until the chair returns.
4. Agrees to read and understand relevant documents: Sustainability Action Plan, SAS related resolutions and ordinances, etc.
5. Works with the chair and other vice chair to keep the committee focused on the topics at hand.

City Council Manager of Sustainability Initiatives

1. Acts as liaison between the SC and the City Council.
2. Notices public meetings and meeting cancellations.
3. Posts agendas and minutes.
4. Takes minutes or delegates this task for each SC meeting.
5. Consults with SC and SC leadership to provide guidance and support as needed.
6. Attends all SC meetings or appoints a qualified staff person to attend meeting if unable to attend themselves.

Please note: The following is intended to help begin a discussion among the members of the SAS Steering committee regarding how to move forward. It should not be used to limit the discussion, only to help get it moving. Most of the wording is the work of Larry Luton, one of the sixteen members of the Steering Committee. Luton's wording is intended to be consistent with the City Council Resolution No. 2022-0019, which created the Steering Committee. Some of the wording is taken directly from the City Council resolution creating the Steering Committee. When the wording is directly from the resolution, it will be presented in italics and highlighted in blue font.

SAS Steering Committee

Basic Purpose

The steering committee will provide directional decisions for the SAS.

The role of the SAS [includes]:

- *Make recommendations on policy and budget initiatives.*
- *Make recommendations for issue-specific implementation plans.*
- *Recommend any necessary changes to the Spokane Municipal Code and other necessary policy actions to advance initiatives outlined in the Plan [SAP].*

The SAS Steering Committee will serve four basic functions:

1. Ensure that proposals from the SAS working groups are ready for council review and consideration in the Public Infrastructure, Environment and Sustainability Committee (aka PIES).
2. Prepare proposals initiated within the Steering Committee for council review and consideration in the Public Infrastructure, Environment and Sustainability Committee.
3. Prioritize SAS working group proposals for council review and consideration in the Public Infrastructure, Environment and Sustainability Committee.
4. Prepare, or oversee the preparation of *periodic reports to the Council on the progress* [on the SAP and] *on the progress of the City's efforts toward*

meeting the City's 100% renewable energy and greenhouse gas emissions reductions goals.

Leadership Structure

The Steering Committee shall elect leadership from its own members.

The SAS Steering Committee shall elect three officers: 1 chair, 2 vice chairs.

Interface with SAS Working Groups

Each Steering Committee member shall join or liaise with at least one of the SAS work groups. There should be a liaison for each and every SAS work group.

When the Steering Committee is considering a proposal sent forward by a work group, the work group will send at least one of its members to the Steering Committee meeting to present, explain, and advocate for its proposal.

On recommendations coming from the SAS work groups, each SAS work group *will have one advisory vote to aid the Steering Committee in their decision-making.*

Steering Committee Voting Procedure

A. Each voting member *will have one vote for decision making*, and the votes cast shall be public.

B. *Decisions shall be made by consensus using the SAS's 5-point scale and process as outlined below.*

a. *Voting Scale:*

1. I can say an unqualified "yes" to the decision.

2. I find the decision acceptable.

3. I can live with the decision, but I'm not especially enthusiastic about it.

4. I do not fully agree with the decision, but I do not choose to block it.

5. I do not agree with the decision, and I feel we should explore other options.

b. *Voting Process:*

If all the responses from the steering committee members are 1, 2, 3, or 4, there is consensus, and the recommendation of decision moves forward. If

the majority of the members answers 1-4, and one or more members answers 5, then the decision will move forward with a minority or dissenting report written by those members who voted 5. Minority reports will only be written for recommendations to council and not for internal SAS decisions. If less than 60% of the steering committee votes 1-4, the decision does not move forward.

The leadership team of the Steering Committee will decide upon a due date for a minority report. If the minority report is not submitted by the due date, the recommendation of decision will move forward without the minority report.

Transparency

The SAS *steering committee shall conduct its meetings consistent with the Open Public Meetings Act (RCW 42.30) and the Public Records Act (RCW42.56).*

Some key provisions of RCW 42.30 include:

1. All meetings are to be open and public and all persons shall be permitted to attend them.
2. Minutes are to be promptly recorded and open to public inspection.
3. Disorderly conduct may be dealt with by removing the disorderly individual(s) from the meeting.
4. The time and place of each meeting shall be public. Regular meeting schedules shall be made public.
5. Agendas of regular meetings shall be available to the public at least 24 hours prior to the meeting.
6. Special meetings may be called by the presiding officer as needed. Notice of special meetings shall be available to the public at least 24 hours prior to the meeting.
7. Executive sessions are allowed for specific and limited purposes.
8. Each member participating in a meeting that does not meet statutory requirements may be subject to civil penalties.

Some key provisions of RCW 42.56 include:

1. The procedures by which we operate must be made public.
2. Our individual rights to privacy regarding our activities as members of the Steering Committee are limited to things not of legitimate concern to the public.

3. The records of the Steering Committee's actions are open to the public.
4. No fee shall be charged to someone seeking to look at our records, but fees may be charged for copying those records.
5. Certain personal information is exempt from the disclosure provisions of the Public Records Act.