

The logo consists of four stacked rectangular boxes containing the words 'THURSTON', 'CLIMATE', 'MITIGATION', and 'PLAN' in white, uppercase, sans-serif font. The boxes are colored teal, dark red, dark blue, and orange from top to bottom. A vertical green bar is positioned to the right of the boxes.

**THURSTON  
CLIMATE  
MITIGATION  
PLAN**

**Climate Advisory Workgroup**

**DRAFT Charter**

**DRAFT FOR CAW REVIEW: August 29, 2022**

## 1. Charter Purpose

The purpose of this charter is to outline the charge, composition, schedule, communications, and decision-making framework for the Climate Advisory Workgroup. The Climate Advisory Workgroup serves as an advisory body to the Climate Action Steering Committee as they lead implementation of the Thurston Climate Mitigation Plan.

## 2. Background

Thurston County and the cities of Lacey, Olympia, and Tumwater worked with the Thurston Regional Planning Council (TRPC) to develop the Thurston Climate Mitigation Plan (TCMP) with actions to reduce regional greenhouse gas emissions that contribute to global climate change. As part of the first phase of this project, the four partners adopted a mutual emissions reduction goal, which is to:

Reduce net communitywide greenhouse gas emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050 to ensure that our community does its part to keep the global average temperature from rising more than 2° Celsius (3.6° F) above historic levels.

The second phase of the project focused on the development and adoption of the TCMP. The TCMP is our regional framework to achieve those goals and describes:

- A shared vision for the alignment of climate action with community goals
- Data on greenhouse gas contributions from various sources
- Strategies and actions to reduce emissions
- Emissions reduction estimates based on the strategies and actions
- A strategy for implementing climate mitigation actions

After the plan was finalized in late 2020, the project moved into the implementation phase. This phase focuses on carrying out the strategies and actions described in the TCMP, and the Climate Advisory Workgroup will support the Climate Action Steering Committee throughout implementation.

## 3. Roles and Authority

**Jurisdiction Parties.** Jurisdiction Parties (the Parties) are signatories to the Interlocal Agreement for Implementation of the TCMP, and are responsible for administration of that Interlocal Agreement and for oversight and decision-making authority over tasks under that Interlocal Agreement. As of 2022, the Jurisdiction Parties include Thurston County and the cities of Lacey, Olympia, and Tumwater.

**Climate Action Steering Committee.** The Climate Action Steering Committee (Steering Committee or CASC) is an advisory body to the Parties. The Steering Committee provides coordinated leadership to build local capacity for climate mitigation action, and in that role may make recommendations, identify priorities, and issue letters of support that are consistent with the vision, guiding principles, and goals of the TCMP. The Parties do not delegate jurisdictional decision authority to the Steering Committee.

**Climate Advisory Workgroup.** The Climate Advisory Workgroup (CAW or Workgroup) is an advisory body to the Steering Committee. The CAW provides community perspectives and input on climate mitigation progress and priorities. A rotating member of the CAW will participate as a non-voting member of the Steering Committee.

**Multijurisdictional Staff Team.** The Multijurisdictional Staff Team (MST) provides staff coordination and technical support for climate mitigation implementation, and as needed, provides advisory recommendations and staff support to the Steering Committee.

**Program Coordinator.** Thurston Regional Planning Council (TRPC) serves as the Program Coordinator for the Interlocal Agreement on behalf of the Parties, and provides logistical and facilitation support to the Steering Committee, Multijurisdictional Staff Team, and Climate Advisory Workgroup.

**Figure 1. Thurston Climate Mitigation Plan Implementation Organizational Structure**

## TCMP Implementation Organizational Structure



**Jurisdiction Parties:** Each jurisdiction’s policymaking body (City Council and County Commission) will ultimately decide which strategies and actions to implement and what resources to dedicate toward TCMP implementation.

**Program Coordinator:** Provides coordination and facilitation support for the CASC, MST, and CAW.

**Climate Action Steering Committee (CASC):** Comprised of elected officials of the Parties and a member of the CAW. Advises the Parties and provides oversight for TCMP implementation.

**Multijurisdictional Staff Team (MST):** Comprised of staff from TRPC and each Party. Advises the CASC and coordinates TCMP implementation at a staff level on behalf of their jurisdiction.

**Climate Advisory Workgroup (CAW):** Comprised of community members appointed by the CASC. Advises the CASC on community perspectives on TCMP implementation.

## 4. Climate Advisory Workgroup Purpose

The Workgroup’s purpose is to provide a well-rounded variety of community perspectives and input on climate mitigation progress and priorities. The charge of the Workgroup is to:

- i. Participate in Steering Committee meetings as an ex-officio, non-voting member. The ex-officio spot will be filled by different Workgroup members, on a rotating basis.
- ii. Review and suggest priorities for the Annual Work Program.
- iii. Review specific proposals under consideration by the Steering Committee.
- iv. Review the annual report.
- v. Other tasks as requested by the Steering Committee.

## 5. Membership

**Composition.** The Climate Advisory Workgroup has up to 15 members in two membership groups: member organizations (application not required), and slots open for application by community members. Member organizations, designated by the Steering Committee, play a key role in climate

action implementation. To maintain a diverse range of community perspectives, the Steering Committee selected the following structure for Workgroup composition in Table 1.

<i>Slot</i>	<i>Expertise</i>	<i>Term Length</i>	<i>Application Required?</i>
1	Member Organization – Puget Sound Energy	N/A	
2	Member Organization – Thurston Conservation District	N/A	
3	Member Organization – Intercity Transit	N/A	
4	Tribal Member	3 years	
5	Climate mitigation, environment, GMA, or community design advocate	3 years	X
6	Environmental justice/frontline community member	3 years	X
7	Residential or commercial builder, developer, or realtor	3 years	X
8	Youth	1, 2, or 3 years	X
9	Open	3 years	X
10	Open	3 years	X
11	Open	3 years	X
12	Open	3 years	X
13	Open	3 years	X
14	Open	3 years	X
15	Open	3 years	X

Table 1. Climate Advisory Workgroup membership composition.

**Application.** With the exception of member organizations and tribal members, all other members are filled by application. The Program Coordinator will initiate the recruitment process and application window as necessary. Applications are reviewed by the Program Coordinator and Multijurisdictional Staff Team, with final review and appointment by the Steering Committee.

**Terms.** For the first year of the Workgroup, members will serve one-year terms. After the first year, all slots outside of member organizations and youth members will have 3-year terms; youth can work with the Program Coordinator to determine if a 1, 2, or 3-year term is appropriate. At least sixty days prior to the expiration of a rotating member’s term, the Program Coordinator will contact the member to ascertain their desire to serve another term. If they wish to serve another term, the CASC may reappoint the member or initiate recruitment. If a member wishes to serve more than two consecutive terms, they must submit a new application.

**Compensation.** Members that are not being paid by their employer to attend meetings may receive compensation at a flat meeting rate of \$50/meeting in accordance with Thurston Regional Planning Council’s compensation policy. Members must attend at least 75% of a meeting to be eligible for compensation

## 6. Meetings

**Frequency.** The Workgroup meets four to six times per year. Meetings generally occur on the first Monday of the month from 5-7 pm.

**Preference for Virtual Meetings.** Meetings are generally held virtually, to support reduced emissions in line with the TCMP. The Workgroup may choose to hold some meetings in person to facilitate greater opportunities for networking and relationship-building.

**Leadership.** Meetings will be hosted and led by the Program Coordinator.

**Meeting Materials.** The Program Coordinator will strive to send out meeting agendas and materials via email to members one week before the meeting. They will take summary notes of all Workgroup meetings and post all materials online ([www.trpc.org/climate](http://www.trpc.org/climate)).

## 9. Committee Norms

Workgroup members are asked to adhere to the following norms for participating and communicating inside of and outside of meetings:

- All members will review pertinent meeting materials on a timely basis and provide timely feedback.
- Members will come to meetings prepared to discuss items on the agenda.
- Members will honor one another by communicating honestly and respectfully and allowing time for other members to speak.
- The Program Coordinator will facilitate discussions with the intention to allow all members an opportunity to speak.
- Members will resolve issues within their power to solve and re-direct those issues that cannot be solved in a timely manner. If issue resolution is necessary, team members will strive to follow the conflict resolution process identified in this Charter.
- Meetings will begin and end at the scheduled times. Participants who arrive late will catch up on what was missed during breaks or as other opportunities allow.
- Once decisions are made, members will work to honor those decisions and avoid reopening issues that have already been resolved or decided. Decision items will be noted on agendas, and final decisions will be documented by TRPC.
- Members will direct questions and comments about the group to the Program Coordinator, apart from items slated for discussion during meetings.

## 10. Conflicts of Interest

The Workgroup is expected to discuss and provide recommendations on a wide range of climate action proposals, some of which may overlap with members' professional careers. Members will, to the best of their ability, adhere to the following norms to prevent conflicts of interest from interfering in Workgroup business:

- Members shall disclose to the Program Coordinator all known or potential conflicts of interest that could influence or appear to influence their judgment prior to making a recommendation on a topic.
- Members will abstain from voting on a recommendation if they believe their relationship to the proposal would impair their ability to fairly and impartially judge the proposal.
- Members who will benefit financially from a decision shall abstain from voting on a recommendation. This rule does not apply to financial benefits that will be provided to the public at-large, but rather benefits that are provided to an organization that the member is affiliated with.
- Members are allowed to discuss and vote on policies that will affect organizations they are affiliated with, so long as the proposals do not directly affect the department a member is working in.
- If in doubt, members shall talk with the Program Coordinator prior to the meeting to discuss a potential conflict of interest.

## 11. Decision-making

The Workgroup makes recommendations to the Steering Committee regarding the Annual Work Program, Annual Report, and other proposals under consideration by the Workgroup. Decisions and recommendations from the Workgroup are advisory and do not bind any of the Jurisdiction Parties or Steering Committee to specific action.

To support efficient, respectful decision-making, Workgroup members are expected to adhere to the following consensus process.


**Consensus process.** Consensus decision-making is a way of reaching agreement between all members of a group. Instead of using a simple majority vote, a consensus-based group considers all viewpoints and commits to finding solutions that all members actively support—or least can live with.

The following six types of agreement reflect consensus. Solutions that result in types of agreement closer to the top are preferred.

1. **Endorsement:** “I like it.”
2. **Endorsement with Minor Point of Clarification:** “Basically I like it.”
3. **Agreement with Reservations:** “I can live with it.”
4. **Abstain:** “I have no opinion that prevents this from going forward.”
5. **Stand Aside:** “I don’t like this, but don’t want to prevent the group from agreeing.”
6. **Formal Disagreement, but Willing to Go with Majority:** “I want my disagreement noted, but I will support the decision.”

The following two responses by one or more members indicate a lack of consensus.

7. **Formal Disagreement, with Request to Be Absolved of Responsibility for Implementation:** “I don’t want to stop anyone else, but I don’t want to be involved in implementing it.”
8. **Block:** “I don’t support this proposal and will work to see that it won’t be implemented.”



**Decision documentation.** Workgroup recommendations should be made during regular meetings, and documented in the meeting notes. If consensus over a decision cannot be reached, the conflicting points of view will be documented in the meeting notes.

## 12. Amendments

This charter may be periodically reviewed or amended, or repealed and a new charter adopted, by decision of the Workgroup.