

## Sebastopol Climate Action Committee (SCAC) - Meeting Process Outlines

(Draft 7/21/21)

### General

- SCAC meetings presently occur twice per month, on 2nd & 4th Wednesdays
- Meeting agendas are finalized one week before meeting dates, by Co-Chairs (Kenna & Josho)
- Any SCAC members or Working Groups (WGs) can submit items for the agenda
- Agenda items benefit from informative attachments for prior review by SCAC members
- Agenda attachments are best sent to Co-Chairs by **Tuesday** the week **before** the meeting
- SCAC values creating space for all members to be heard. This is primarily reflected in the common practice of raising hands to speak and taking turns without interrupting each other. Facilitators may make additional gestures to balance speaking time amongst the group as needed.

### Projects & Proposals

- It is anticipated that most project proposals will be generated from Working Groups (WGs)
- WGs can ask SCAC for **input** (ideas/opinions/suggestions), **approval**, or **endorsement**
- **Input** can be casual or formal, and will be more efficient if a prior agenda attachment is provided
- WGs should review their own proposals using the Equity Matrix prior to submission for **approval**
- WGs are also encouraged to reference the Sebastopol General Plan with respect to the intents of their proposals, to align with stated city goals
- **Approval & Endorsement** will generally require more than one meeting, to allow for discussion, comments, and potential revisions to the proposal
- Therefore, WGs should usually plan on presenting **draft** proposals (with agenda attachments) to the SCAC for discussion **prior** to seeking a vote of approval
- Note that this process can take a month or more, given general meeting timelines
- **Endorsement** is more involved than **approval**, generally implying some official public announcement or web promotion. As such, a course of action to endorse will be determined **after** approval by the SCAC has been confirmed.

### Motions & Voting

- Motions are a way to call for a vote on a given subject in order to finalize SCAC approval, confirm a course of action, or just to assess the general group opinion on the issue at hand
- Motions can be proposed by any SCAC member, but need a 'Second' from another member in order to proceed
- Motions should not be intended to cut off ongoing discussion, and may have to wait until members already in the speaking queue have had their chance to speak
- Once a motion is acknowledged, discussion and questions will be focused on that subject until the vote occurs
- In a vote, the approval of a quorum of SCAC members (currently 7 out of 12) is required to move the proposed motion forward. Objections and abstentions will also be noted.
- Additional discussion or clarification may occur after the vote if needed to confirm further course of action