



Sunnyvale

## City of Sunnyvale Climate Action Plan (CAP 2.0) Advisory Committee (CAC) PURPOSE AND PROCEDURES

### Purpose

The City Council created the Sunnyvale Climate Action Plan (CAP 2.0) Advisory Committee (CAC) to represent a broad cross-section of the community and help guide the preparation of an updated Climate Action Plan – CAP 2.0.

CAC member responsibilities include the following:

- a. Act in an advisory capacity to City staff and consultants throughout the development of CAP 2.0;
- b. Work to represent the various perspectives of the community and provide community-based input and feedback on work products in the form of recommendations;
- c. Review meeting materials and work products in advance of a scheduled meeting;
- d. Attend and participate in meetings; and
- e. Serve as ambassadors to the greater community, including informing the community of the process and encouraging participation in community workshops and public events;
- f. Strive to reach consensus on recommendations by supporting focused and respectful discussions.

### Appointed Members

The 11 appointed members to the CAC are:

Type	Organization/Interest Group	Appointees
Residents	Residents	<b>Padmavathy Mahadevan</b> <b>Marie Curtis</b>
	Volunteer Community Group	<b>James Tuleya</b> <b>Sue Serrone</b>
Businesses	Large business	<b>Drew Wenzel</b>
	Small business	<b>Anne Ashini Fernando</b>
	Real estate development or brokerage firm	<b>Mandy Abend</b>
Boards/ Commissions	Sustainability Commission	<b>Kristel Wickham</b> <b>Stephen Joesten</b>
	Planning Commission	<b>Sue Harrison</b>
	Bicycle and Pedestrian Advisory Commission	<b>John Cordes</b>

### Terms

The CAC will continue to serve as an advisory body until the CAP 2.0 is adopted by City Council or if the City Council discharges/disbands the CAC.

### Vacancies

The selected Alternates will fill a position in any of the categories should an appointed member resign from the CAC. The following alternates will fill a vacant position in the following order:

- 1) Andrew Ma
- 2) Jasneet Sharma
- 3) Douglas Kunz

## CAC Recommendations

The CAC should strive to reach consensus on recommendations on matters brought before the CAC. If a consensus cannot be reached, formal recommendations will be made by a simple majority vote.

## Meetings

CAC meetings are open to the public. While members can meet informally in small groups, no meetings with a quorum should occur without proper noticing or posting of the meeting agenda.

- a. **Quorum:** A quorum consists of a simple majority of the appointed members of the CAC (6 members). Any official recommendation by the CAC requires the presence of a quorum.
- b. **Chair and Vice Chair:** CAC members must select a Chair and a Vice Chair. The Chair presides at meetings using parliamentary procedure, keeps the CAC focused, involves all members in tasks and represents the CAC's position at Council meetings (if needed). The Vice Chair performs the duties of the Chair when he/she is absent. If both the Chair and the Vice Chair are absent in a meeting, the CAC elects from its membership a Chair *Pro Tempore* to perform the duties of the Chair.
- c. **Alternates' Participation:** Appointed Alternates are strongly encouraged to attend and participate during discussions in all meetings. Alternates do not count towards a quorum or participate in voting.
- d. **Schedule:** CAC meetings will be held on the first or fourth Thursdays of the month. A tentative schedule of meetings will be provided to the CAC. The City Staff Liaison will notify CAC members about changes to upcoming meeting schedules with adequate advance notice.
- e. **Meeting Agendas:** The City Staff Liaison is responsible for posting agendas to the City's Legislative Public Meetings website (<https://sunnyvaleca.legistar.com/Calendar.aspx>) and distributing them to CAC members no later than 72 hours in advance of the scheduled meeting.
- f. **Attendance:** Attendance is tracked at each meeting. Each CAC member is expected to attend regularly scheduled meetings. When a member knows in advance that he/she will be absent from a meeting, the member must provide advance notice (preferably at least 1 day) to the City Staff Liaison and the Chair.
- g. **Meeting Minutes and Materials:** The City Staff Liaison is responsible for distributing to the CAC the meeting minutes, presentation materials, and relevant documents following the meeting. Meeting minutes and other materials will also be available online through the City's Legislative Public Meetings site (<https://sunnyvaleca.legistar.com/Calendar.aspx>).

## Staff Support

The City Staff Liaison/Environmental Services Department staff will advise the CAC on all matters and provide administrative support and other functions as required.