

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 20-06-16-11

ORDER/ IN THE MATTER OF APPROVING  
THE BYLAWS AND APPLICATION FORM  
FOR ESTABLISHING THE LANE COUNTY  
CLIMATE ADVISORY COMMITTEE

**WHEREAS**, Lane County has recognized that climate change presents risks and exposes vulnerabilities that threaten long-term human and environmental health, social well-being, and the economic vitality of the community; and

**WHEREAS**, the Lane County Board of Commissioners has resolved to take action to address the risks and vulnerabilities presented by climate change by development and implementation of a Climate Action Plan; and

**WHEREAS**, in February of 2020, the Lane County Board of Commissioners authorized establishment of a Climate Action Committee to advise the Board of Commissioners regarding issues related to climate change and the Climate Action Plan; and

**WHEREAS**, County staff have prepared draft bylaws and an application form for the Climate Action Committee and appointment of members, and to publicize and do outreach to be able to include a diverse range of membership, experience, and input;

**NOW, THEREFORE**, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. That the bylaws and application form for the Climate Action Committee included as Exhibits A and B are approved,
2. That County staff proceed to publicize, recruit, evaluate applications, and make recommendations to the Board for appointments to the Climate Action Committee, and
3. That County staff are authorized to proceed with such other actions as are necessary to prepare for the work of the Climate Action Committee and development of the Climate Action Plan as proposed.

**ADOPTED** this 16th day of June \_\_\_\_\_, 2020.



Heather Buch, Chair

Lane County Board of Commissioners

## EXHIBIT A

# Climate Advisory Committee Bylaws

## ARTICLE I

### NAME

The name of the Advisory Committee is the Climate Advisory Committee (CAC).

## ARTICLE II

### PURPOSE

The purpose of the Climate Action Advisory Committee is to advise the Lane County Board of Commissioners (Board) on policy decisions regarding climate change. The CAC may provide input to the Board on agenda items or may propose new policy directives.

The CAC is charged to assist the County in developing the County's Climate Action Plan (CAP) and implement actions to meet Greenhouse Gas (GHG) emissions targets. The CAC's charge includes:

- Advising the Board on all matters relating to Climate Action Plan development and implementation.
- Coordinating with other community groups throughout Lane County.
- Proactive communication to Initiative sponsors to improve the coordination of work efforts, align resources, and connect interested parties with technical advisors.
- Community outreach and marketing of CAP Community Mitigation and Adaptation Actions to community members and neighborhood associations to encourage efforts to complete additional actions.
- A CAC Annual Report to the Board of Commissioners that includes CAP Initiatives that were submitted and completed, as well as progress made on Community Actions outlined in the CAP.
- Proactive research on funding opportunities for climate related activities.

## ARTICLE III

### DECISION MAKING

#### Section 3.1 Process

CAC meetings will be organized to allow member participation, discussion, and decision-making. The CAC will address its charges through education, research, advocacy, and/or other means while working to be a good community partner. The CAC will work with County staff to anticipate and provide the information needed for Board decisions. The CAC will provide an annual written report of its findings and recommendations to the County Board of County Commissioners.

#### Section 3.2 Function

The first year of its inception, the CAC will focus on a pre-approved work plan, which will include three to five priorities identified by the Lane County Climate Action Team and approved by the Board of Commissioners. In subsequent years, the Advisory Committee will develop an annual work plan in consultation with the county staff and the Board of Commissioners. The CAC will advocate for and take positive action toward the execution of the work plan. The Advisory Committee will work to develop measureable, time specific objectives to achieve the goals outlined in the work plan. The CAC will

designate an annual meeting for planning its goals and objectives and reviewing its prior year performance.

The CAC will retain flexibility and maintain the ability to respond to incidents as they emerge.

### Section 3.3 Public Records

It is the policy of Lane County that the public has a right to inspect any public records maintained by the County, consistent with state law (ORS Chapter 192). All records not exempt from public inspection related to this section will be made available to the public pursuant to state law. Within a reasonable amount of time, documents related to this section including, but not limited to, the annual written report of the CAC and the formal written reports to the Board of County Commissioners will be posted in an online format for the convenience of all interested parties.

## ARTICLE IV MEMBERSHIP

### Section 4.1 Climate Advisory Committee Composition

The CAC will have a maximum of 11 members and not fewer than 7 members, selected and appointed by the Board as follows:

- a) Five members, one member appointed by each Commissioner to serve at the will of the appointing Commissioner; In the event that an appointing Commissioner ceases to be in office, that Commissioner's successor may appoint a new member to serve out the remainder of the term; and.
- b) Up to five at-large members, appointed following recommendations made by staff; and
- c) One County Commissioner nominated by the Board Chair and approved by the Board.

Each appointed member will have one vote.

### Section 4.2 Membership Requirements

Climate Advisory Committee members must live within the geographical boundaries of Lane County.

### Section 4.3 Terms

The term of office will be two years. Each member may only serve two terms, or four years, except the initial five members appointed by the Commissioners.

The initial five members appointed by the Commissioners will each serve one-year terms in order to stagger the overall terms of the Committee's members. These initial members will be eligible to serve up to three terms, or a total of five years, if reappointed by the appointing Commissioner.

### Section 4.4 Officers

The officers of the Advisory Committee will be a chairperson and a vice-chairperson or co-chair, elected at the first meeting of each calendar year. The officers will hold office for a period of one year, beginning at the close of the first meeting of the year. Officer must be members of the Advisory Committee. An officer may be reelected without limitation on the number of terms the officer may serve.

- d) Chair

The Chair of the Committee will be elected by majority vote of the Committee, and is responsible to:

1. Set dates and times for regular and special meetings of the CAC.
2. Prepare items for meetings of the CAC and assure meetings are noticed according to law.
3. Preside over meetings of the CAC and utilize Robert's Rules of Order.
4. The Chair will be the official spokesperson of the CAC.

e) Vice-Chair/Co-Chair

The Vice-Chair/Co-Chair of the CAC will exercise the duties and responsibilities of the Chair of the CAC when the Chair is unable to exercise them, or when requested by the Chair.

A vacancy in any office must be filled by election of a replacement officer not later than the second regular meeting of the Committee following the time the office becomes vacant.

#### Section 4.5 Attendance

Members must attend meetings regularly and participate actively in Advisory Committee meetings. A member who has more than three consecutive unexcused absences from meetings must be recommended for removal by the Committee, unless the absence is excused. An unexcused absence is defined as failure to attend a meeting without notifying the Chair, the Chair's designee, or the County staff prior to the beginning of the CAC's regular monthly meeting and does not provide a reasonable explanation for the absences. Recommendation for removal will be provided by the CAC to the Board for a final determination.

#### Section 4.6 Removal

For good cause, such as unexcused absences, failure to attend four or more consecutive meetings regardless of notice, failure to participate, or other good and substantial reasons, the Committee may by majority vote of the members present at any regular meeting may recommend that the Board declare a vacancy and appoint a replacement.

#### Section 4.7 Vacancies

A letter of resignation signed by the resigning member must be submitted to the Board by the department staff liaison before advertising for a vacancy on the CAC. In the absence of such a letter, the department staff liaison will include the reason for resignation in a memorandum to the Board along with the request to advertise the vacant position.

In filling vacancies of the CAC, the County will work towards ensuring access to underrepresented communities through a regularly updated database of social justice agencies and organizations that work with, and for, communities of color. Additionally, staff will make recommendations based on the current membership of the CAC.

A person currently serving on the CAC who wishes to be considered for another term must complete and submit a new application. It will be the responsibility of the department staff liaison to notify current members and the Board at least two months prior to the expiration of terms.

Following written notification to the Board, a news release will be prepared with the following information:

- a) The name of the Committee, membership, committee charge, number of vacancies on the Committee, and any special needs or qualifications of applicants;
- b) Closing date for submitting applications; and
- c) Where to obtain an application and how to submit an application.

Vacancies will be advertised for 30 days.

All completed applications must be submitted to staff by 5:00 p.m. on the closing date to be considered for appointment unless otherwise indicated.

### Section 4.8 Representation

Committee members should be reflective of the population the County serves. Members will be recommended for appointment considering their ability to represent diverse identities and experiences, such as:

- a) Representatives from community groups advocating for underrepresented populations or are a part of an underrepresented community (LGBT community, racial and ethnic minorities, mental health community, economically disadvantaged communities, people experiencing disabilities, etc.).
- b) Rural Lane County with geographic representation from the Willamette Valley, the Coast, South Lane County, and Cascade foothills.
- c) Eugene/Springfield metro-area representatives.
- d) Tribal Governments representatives.
- e) Youth representatives (under the age of 25 years old.)
- f) Representatives from major employers or industries (i.e. wood industry, health services, construction, and education).
- g) Representatives from small businesses.
- h) Representative with a background in physical/climate science.

National research and local experience have shown that the impacts of climate change tend to disproportionately impact marginalized communities, such as communities of color, the elderly, low-income communities, and people experiencing disabilities. Committee membership should reflect diverse representation that includes people of different racial and/or ethnic backgrounds, identities, abilities, and perspectives who:

- Bring a connection to, relationship with, and advocacy for specific communities;
- Have a professional background, community leadership, or other relevant experience in equity issues;
- Know how to impact institutional change in the areas of equity, diversity, and inclusion; and
- Have experience across multiple dimensions of diversity.

No fewer than three members of the Advisory Committee will reside outside of the Eugene/Springfield Metro area.

#### Section 4.9 No Salary

All members will serve without compensation.

### ARTICLE V MEETINGS OF MEMBERS

#### Section 5.1 Quorum and Action

A quorum of the Committee will consist of a simple majority of the currently appointed membership, except that members who have been granted a leave of absences by the Committee will not be counted in determining a quorum. In no event will a quorum consist of fewer than five members. Decision-making will be subject to a majority vote of the members present, provided that a quorum has been established.

#### Section 5.2 Regular Meetings

The Advisory Committee must hold no fewer than nine meetings per year. Efforts must be made to schedule two regular meetings each year outside the Eugene/Springfield metro area, in order to provide greater access to those residing in rural areas. Regular meetings must comply with all public notification requirements as stipulated by Oregon law.

#### Section 5.3 Special Meetings

Special meetings may be called by the Chair or Vice-Chair. Agendas for special meetings must be posted publicly and made available to members of the Advisory Committee in a manner which provides at least 72 hours advance notice. Agendas must specify the date, time, location, and business to be transacted.

#### Section 5.4 Participation by Telecommunication

At all public regular or special meetings of the CAC, reasonable efforts must be made to provide telecommunication access for those unable to attend. If the contents of the meeting are unable to be provided in real time, the video or audio recording must be made available on the County's public website.

#### Section 5.5 Public Comment

All meeting agendas will include a time when members of the public are allowed to address the Committee. Limits of time and rules for public comment must be specified by the Chair at the beginning of each meeting. Additionally, the Chair will have discretion to limit public testimony as necessary to facilitate the orderly conduct of the CAC's business.

### ARTICLE VI COMMITTEES

Ad Hoc (special purpose) committees and/or task forces may be created by majority vote at any regular or special meeting of the Advisory Committee. Ad Hoc committees and task forces may be formed to fulfill a specific function that can be completed in a finite period of time. Each Ad Hoc committee and task force will present a final report when the function is completed. Unless a majority of the Advisory Committee votes to continue its activities, an ad hoc or task force will be considered dissolved once a final report has been presented to the Advisory Committee.

Ad Hoc committees and task forces have only the authority deemed necessary to complete their activities unless otherwise provided by a majority vote of the CAC at a regular or special meeting.

## ARTICLE VII

### COMMUNICATION AND INFORMATION GATHERING

#### Section 7.1

The CAC may recommend to the Board that policy issues be reviewed regarding any area which the CAC believes will aid in fulfilling its general purpose. The CAC will be adequately staffed and resourced by the County within existing budget constraints.

#### Section 7.2

The CAC will review biennial reports developed in each Department within the County related to the actions that Department has taken in the areas of climate adaptation and greenhouse gas mitigation. The CAC will provide departments with recommendations related to climate change activities.

#### Section 7.3

Public hearings/meetings may be authorized by the CAC to inquire into any field that will aid in fulfilling the CAC's charges. The Chair is responsible for setting the date, time and place any such hearing; or meeting, and for presiding there. Notice of such hearings or meetings must be posted publicly in a manner which provides at least 72 hours of advance notice.

#### Section 7.4

Utilizing the CAC and Lane County leadership, County staff will collect, evaluate and share data on current County climate change efforts. Staff will examine how the County does its work, receives advice, and how evaluates its climate change efforts. The staff's findings will be shared with community stakeholders and County officials. The findings will also be used to inform the Lane County Climate Action Plan as a tool to create measurable outcomes for continuous improvement. Within a reasonable amount of time, records related to this section subject to the Oregon public records law including, but not limited to, the Lane County Climate Advisory Committee Strategic Plan will be posted in an online format for the convenience of all interested parties.

## ARTICLE VIII

### AFFILIATIONS AND LIAISON ACTIVITIES

#### Section 8.1 Affiliation

The CAC may informally affiliate with organizations that share similar purposes or that seek to support the efforts of the CAC. However, no other organization can represent the views of the CAC or the County on any issue without prior authorization being granted at a regular or special meeting of the CAC. The CAC will strive to support the existing efforts of other jurisdictions within Lane County.

#### Section 8.2 Liaison

The Board or the CAC may authorize a member or staff person to act as liaison with other private or public organizations and agencies. The member serving as liaison may explain the purpose and activities

of the CAC, but cannot commit the CAC, the Board, or the County to any action without first receiving authorization from the CAC at a regular or special meeting.

#### Section 8.3 Representation of the Committee

Serving on the Committee does not prohibit members from speaking in an individual capacity or participating in government as members of the general public. In so doing, members must make it clear that they are speaking or acting in their individual capacity and not on behalf of the CAC, the Board, or the County.

### ARTICLE IX

#### AMENDMENTS OF BYLAWS

The Bylaws will be reviewed annually by the CAC. These Bylaws may be amended or repealed, and new Bylaws adopted, by the CAC by majority vote, if a quorum is present. Prior to the adoption of the amendment, each CAC member will be given at least two days' notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice will state that one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and will contain a copy of the proposed amendment. Amendments that are administrative in nature, or which elaborate or support the CAC's carrying out its charges, will be final upon approval of the CAC. Any proposed amendments to the Bylaws that would change the methods or requirements for membership, voting rights, notice procedures, or actions prohibited under the Bylaws, must be approved by the Board before becoming final and effective.

## **Brief Overview of the Climate Advisory Committee**

### **Background**

In February 2020 the Lane County Board of Commissioners passed a resolution that ordered the following actions:

1. Conduct a greenhouse gas emissions inventory and develop an internal plan (Climate Action Plan - Phase 1) for County operations to establish greenhouse gas reduction targets and implementation plans to meet County targets; and
2. Develop a comprehensive countywide plan (Climate Action Plan - Phase 2) with community engagement to outline aggressive goals and strategies, aligned in partnership with local cities climate actions, to establish countywide community targets and high priority areas of action; and
3. Develop a resiliency plan (Climate Action Plan - Phase 3) to identify adaptation strategies to mitigate the risks and impacts of climate change anticipated for Lane County; and
4. Develop Action Initiatives supporting green jobs, clean energy projects, and climate-friendly industries in Lane County; and
5. Provide open and transparent public communications to monitor and evaluate progress toward climate action goals; and
6. Establish a Climate Advisory Committee to provide recommendations and advise the Board of Commissioners on the County's ongoing climate action work.

In addition, the Board acknowledged the Declaration on Human Rights and Climate Change and endorsed the principles contained therein as developed by the Global Network for the Study of Human Rights and the Environment.

Recognizing part six of the resolution the Climate Advisory Committee (CAC) has been formed in response.

### **Role of the Lane County Climate Advisory Committee**

The purpose of this committee is to advise the Lane County Board of Commissioners (Board) on policy decisions regarding Climate Change. The CAC may provide input to the Board on agenda items or may propose new policy directives.

The CAC is charged with helping Lane County develop the Lane County Climate Action Plan (CAP) and implement actions to meet Greenhouse Gas Emissions (GHG) targets. This work includes:

- Advising the Board on all matters relating to Climate Action Plan development and implementation.
- Coordinating with other community groups throughout Lane County.
- Proactive communication to Initiative Sponsors to improve the coordination of work efforts, align resources, and connect interested parties with technical advisors.
- Community outreach and marketing of CAP Community Mitigation and Adaptation Actions to community members and neighborhood associations to encourage efforts to complete additional actions.

## EXHIBIT B

- A CAC Annual Report to the City Council that includes CAP Initiatives that were submitted and completed, as well as progress made on Community Actions outlined in the CAP.

CAC meetings will be organized to allow member participation, debate and decision as well as manage conflict and problems. The CAC will address potential Climate-related issues through education, research, advocacy and/or intervention while working to be a good community partner. The CAC will work with County staff to anticipate and provide the information needed for Board decisions. The CAC will provide an annual written report of its findings and recommendations to the County Board of County Commissioners.

The first year of its inception, the CAC will focus on a pre-approved work plan, which will include three to five priorities identified by the Lane County Climate Action Team and approved by the County Administrator. In subsequent years, the Advisory Board will develop an annual work plan in consultation with the County Administrator. The CAC will advocate for and take positive action toward the execution of the work plan. The Advisory Committee will work to develop measurable, time specific objectives to achieve the goals outlined in the work plan. The CAC will designate an annual meeting for planning its goals and objectives and reviewing its prior year performance.

The CAC will retain flexibility and maintain the ability to respond to incidents as they emerge.

The CAC will have eleven (11) members and no fewer than seven (7) members. Each Commissioner will appoint one (1) member with five (5) at-large appointees suggested by staff and approved by the Board. One County Commissioner shall be appointed as a voting member of the Committee.

### **Expectations of Advisory Board Members**

- Attend and participate in regular Climate Advisory Committee meetings
- Demonstrate a commitment to the Climate Advisory Committee's mission
- Promote the mission and work of the Climate Advisory Committee to the community

### **Time Commitment**

The term of office will be two years. Each member may only serve two terms or four years, except the initial five members appointed by the Commissioners.

The initial five (5) members appointed by the Commissioners will serve a one-year term in order to stagger the terms. These initial members will be eligible to serve up to three terms, or a total of five years if reappointed by the Commissioner.

The Advisory Board will hold one regular meeting each month, not to exceed two hours in length. There will be no fewer than nine meetings per year. In addition to regular meetings, members may be asked to attend special meetings and/or participate on ad hoc (special purpose) committees or task forces. Ad hoc committees and task forces may be formed to fulfill a specific function that can be completed in a finite period of time.

EXHIBIT B

**Interest Form for Climate Advisory Committee**

The purpose of this form is to obtain information for use in making selections to the Lane County Climate Advisory Committee. Please email the completed form to the Climate Strategist at [Climatestrategist@lanecountyor.gov](mailto:Climatestrategist@lanecountyor.gov):

**Mission/Purpose**

The CAC is charged with helping Lane County develop the Lane County Climate Action Plan (CAP) and implement actions to meet Greenhouse Gas Emissions (GHG) targets. This work includes:

- Advising the Board on all matters relating to Climate Action Plan development and implementation.
- Coordinating with other community groups throughout Lane County.
- Proactive communication to Initiative Sponsors to improve the coordination of work efforts, align resources, and connect interested parties with technical advisors.
- Community outreach and marketing of CAP Community Mitigation and Adaptation Actions to community members and neighborhood associations to encourage efforts to complete additional actions.
- A CAC Annual Report to the Board of Commissioners that includes CAP Initiatives that were submitted and completed, as well as progress made on Community Actions outlined in the CAP.
- Proactive research on funding opportunities for climate related activities.

**Membership Qualifications**

Membership will be selected from groups, including the following, seeking to represent diverse identities and experiences:

- a) Representatives from community groups advocating for underrepresented populations or are a part of an underrepresented community (LGBT community, racial and ethnic minorities, mental health community, economically disadvantaged communities, people experiencing disabilities, etc.).
- b) Rural Lane County with geographic representation from the Willamette Valley, the Coast, South Lane County, and Cascade foothills.
- c) Eugene/Springfield metro-area representatives.
- d) Tribal Governments representatives.
- e) Youth representatives (under the age of 25 years old.)
- f) Representatives from major employers or industries (i.e. wood industry, health services, construction, education).
- g) Representatives from small businesses.
- h) Representative with a background in physical/climate science.

**Membership Requirements**

Advisory Board members must live within the geographical boundaries of Lane County.



EXHIBIT B

**References**

Please list two references below that are knowledgeable about skills, experience, and/or perspectives related to serving on the Climate Advisory Committee. References will be contacted as needed.

Reference 1.

Name: \_\_\_\_\_

Title/Organization: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Reference 2.

Name: \_\_\_\_\_

Title/Organization: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

EXHIBIT B  
**Application Questions**

**On a separate page** (*this will be online but paper copies will be available*), **please respond to each of the following questions in 200 words or less.**

- 1) Please describe your interest in serving on the Climate Advisory Committee (CAC).
- 2) How do you feel you personally can represent the Lane County community on the CAC? What life or professional experience will you bring to the Committee that will help us ensure that we have a diversity of voices represented?
- 3) Keeping Lane County's limited staff and financial capacity, how should the County should balance GHG mitigation actions with adaptation/resilience actions?
- 4) In what City or rural area do you reside (*CHECKLIST OF CITIES* and "Rural Lane County"?)
- 5) Do you or your family have business relationships with Lane County? If so, please identify.

**Optional Information**

Lane County asks that you voluntarily provide the following information. The County will use this information to assist in making sure the skills and experience of the members of the Committee reflect a reasonably broad spectrum of the community. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities.

**There is no legal obligation to provide this information.** Completion of this section is entirely voluntary and remains confidential. Providing this information will help ensure member elections represent a broad cross-section of the community.

**Age:**

- Under 25
- 26-45
- 46-65
- 65+
- Prefer not to answer

**Race:**

- African-American/African/Black
- Native American or Alaskan Native
- Asian
- Hawaiian/Pacific Islander
- Hispanic/Latina(o)
- Caucasian
- Multi-racial
- Other (please self identify)
- Prefer not to answer

**Gender:**  Female  Male  Other  Prefer not to answer

**Disability (Alternative—***Do you have a long-lasting or chronic condition (physical, visual, auditory, cognitive or mental, emotional, or other) that substantially limits one or more of your major life activities (your ability to see, hear, or speak; to learn, remember, or concentrate)?***):**

No  Yes If yes, please specify: \_\_\_\_\_  Prefer not to answer

**Household Income:**

**What was your total household income before taxes during the past 12 months?**

- Less than \$25,000
- \$25,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$149,999
- \$150,000 or more
- Prefer not to answer

EXHIBIT B

**Please Return to:**  
EMAIL ADDRESS

**NOTE:** If you are not selected at this time, your application will be kept on file for 12 months from the date it was received and will be reconsidered as vacancies occur.