

STATE OF WASHINGTON
County of Jefferson
City of Port Townsend

Joint Resolution of the	}	
Board of County Commissioners	}	County Resolution No. <u>02-08</u>
And the Port Townsend City Council	}	City Resolution No. <u>08-001</u>
Providing Composition, Terms of Office	}	
And Procedural Rules for the	}	
Climate Action Committee	}	

The Board of County Commissioners (BoCC) of Jefferson County, Washington and the City Council of Port Townsend, Washington do hereby jointly resolve as follows:

WHEREAS, Jefferson County and the City of Port Townsend have adopted a joint resolution (County 44-07; City 07-022) to commit to addressing energy use and climate change/global warming; and

WHEREAS, the above mentioned resolution establishes a joint County/City committee, herein called the Climate Action Committee (CAC), tasked with developing a local climate action plan; and

WHEREAS, the CAC is charged with providing recommendations for achieving a community-wide standard of cutting greenhouse gas emissions to levels 80% lower than 1990 levels by 2050, with preliminary reduction targets to be set for earlier years; and

WHEREAS, Jefferson County and the City of Port Townsend have committed to implementing policies and measures to meet the emission reduction targets and to monitoring and verifying results; and

WHEREAS, the CAC will bring together representatives from the city and county governments as well as from various sectors of our community that may provide input, as well as furthering community acceptance of the action plan; and

WHEREAS, Jefferson County and the City of Port Townsend value the natural resources of the region and recognize the importance of protecting and conserving said resources; and

WHEREAS, Jefferson County and the City of Port Townsend recognize that the probable adverse effects on our citizens and infrastructure, and on our mountains, glaciers, forests, rivers, oceans, and other waterways from severe weather, rising temperatures, and rising sea levels due to climate change pose a risk to future economic viability,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Port Townsend and the Board of County Commissioners as follows:

Section 1. Establishment:

Formation of the Climate Action Committee is hereby specifically approved by the Port Townsend City Council and by the Board of County Commissioners of Jefferson County. The Committee shall follow applicable County and City rules pertaining to citizen advisory committees. The BoCC and City Council shall resolve any conflict that may arise between applicable rules.

Section 2. Purpose and Scope of Work

2.1 The Purpose of the Climate Action Committee (CAC) is to serve as an advisory group to the City of Port Townsend and Jefferson County on climate protection policies, programs and priorities. CAC will have no formal decision-making responsibilities.

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- 2.2 The principal role of the CAC is to create a Climate Action Plan with specific focus on reducing energy use and greenhouse gas emissions.
- 2.3 The draft Climate Action Plan, to be approved by the City Council and the Board of County Commissioners, shall include, at a minimum:
 - 2.3.1 Preliminary reduction targets for greenhouse gas emissions for years prior to
 - 2.3.2 A set of strategies and relative priorities
 - 2.3.3 Climate Action Plan implementation steps
 - 2.3.4 A monitoring plan including quantifiable benchmarks
 - 2.3.5. Recommended amendments to the county and city codes and comprehensive plans in accordance with the Climate Action Plan strategies.
- 2.4 Within six months of its formation, the CAC shall present, for approval by the Board of County Commissioners and City Council, a work plan outlining the proposed process, timelines, and resources required to prepare the Climate Action Plan. The timeline shall include each of the above listed elements of the plan (with preliminary recommendations to be submitted within one year), opportunities for public comment, periodic reports to the BoCC and City Council. The CAC shall work with County and City staff to develop a work plan that is cognizant of available financial and human resources.
- 2.5 The CAC will meet as needed to complete the scope of work outlined herein.
- 2.6 Participation as a CAC member will not and does not preclude one's later participation in any formal review or comment process before the City Council and/or Board of County Commissioners.

Section 3. Committee Members, Appointment and Confirmation Process, Terms & Vacancies

- 3.1 The Board of County Commissioners and the City Council shall each appoint an elected official as a representative to the CAC.
- 3.2 The Chair of the BoCC and the Mayor, in consultation with the County Administrator and City Manager, shall review letters of interest and recommend individuals to serve on the CAC, for appointment by the Council and Board of County Commissioners. The committee shall consist of no more than 15 members, representing a broad range of interests, which may include but is not limited to:

Board of County Commissioners City Council Education/Schools Builders Industry (e.g., Port/Marine Trades) Port Townsend Paper Corporation Business (e.g., Chamber, EDC) Non-motorized transportation and/or Transit Faith Based Organizations Citizens at Large
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- 3.3. Each person shall be deemed appointed and shall commence service after confirmation by the Board of County Commissioners and City Council or on the effective date of the previous member's resignation or on the expiration of the existing term for the position, as applicable.

Section 4. Officers – Election and Duties

- 4.1 The officers of the CAC shall consist of a Chair and a Vice Chairperson elected from the appointed members of the CAC and such other officers as the CAC may, by majority vote, approve and appoint.
- 4.2 The election of officers shall take place once each year on the occasion of the first meeting of each calendar year. The term of each officer shall run from that meeting until the first meeting of the subsequent calendar year.
- 4.3 In the event of a vacancy of the Chair, the Vice Chairperson would replace the Chair, and the Vice Chairperson replaced by vote of the members of the CAC.
- 4.4 The Chair will sign documents of the CAC and represent the committee before the Board of County Commissioners and City Council. The Chair is entitled to a single vote and shall retain the right and responsibility to participate in all deliberations and to vote on all matters. The Vice-Chair will act for the Chair in the Chair's absence.

Section 5. Meetings

- 5.1 The CAC shall meet as needed to complete the tasks outlined in Section 2 of this resolution and as may be further detailed in the approved work plan (Section 2.4). All meetings of the CAC shall be subject to all requirements of the Washington Open Public Meetings Act, and shall be open to the public, and shall be held at a public place.
- 5.2 All meeting dates and terms shall be posted consistent with adopted County and City policies. No meeting shall be scheduled without a t least 48 hours notice to the County and City Clerk's offices.
- 5.3 Except as modified by these rules of procedure, the CAC rules of procedure shall be guided by Robert's Rules of Order Newly Revised (10th Edition, Perseus Publishing), as the same may be amended or updated.

Section 6. Attendance and Alternates

- 6.1 To achieve its greatest effect the CAC will meet with the regular attendance of its members at most meetings; the CAC benefits greatly from full participation of each member.
- 6.2 In light of this, CAC members are expected and required to notify the chair of anticipated absence from any meeting of the CAC as far in advance of the meeting as possible. In the event that such notifications indicate that a quorum will not be present, the chair will ordinarily cancel or reschedule the meeting.
- 6.3 If a member is absent for three (3) consecutive regular meetings without excuse, or absent for thirty-five percent (35%) of all meetings (including committee meetings) in any six (6)-month period, the member's record of attendance may be forwarded to the Mayor and the Chair of the BoCC for consideration of removal in accordance with RCW 35.63.030.

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- 6.4 If the CAC determines a need, it will recognize an appropriate designated alternate in the event of a member's absence. An "appropriately designated alternate" will have been recommended by the CAC and approved by the Board of County Commissioners and City Council. In the event of that member's absence, the alternate can exercise the voting privilege of the seat that he/she represents.

Section 7. Quorum - Voting

- 7.1 The decision making approach of the CAC will be by consensus. If consensus cannot be reached, the CAC will require a 2/3-majority vote. Any dissenting opinions will be recorded and included in the meeting summary.
- 7.2 A simple majority of the total of the members currently appointed to CAC shall constitute a quorum for the conduct of CAC business. No meeting shall occur unless a majority plus one of the appointed CAC members are present. Voting is by voice vote, except where these rules or the CAC itself may require a roll call vote.

Section 8. Conflicts of Interest

- 8.1 Conflicts of interest will rarely arise as a matter of concern for CAC members; however, in the discussion or recommendation of funding proposals for CAC projects it is possible that a conflict or the appearance of a conflict may arise. When a conflict or appearance of conflict may arise, applicable state, county, and city policies regarding Appearance of Fairness shall apply.

Section 9. Order of Business Meeting Procedure

- 9.1 Call to order, roll call and determination of quorum.
- 9.2 Agenda items
- 9.2.1 Minutes of previous meeting
 - 9.2.2 Old business
 - 9.2.3 New business
 - 9.2.4 Discussions of next meeting date and agenda
 - 9.2.5 General Announcements
 - 9.2.6 Community Member Comments
 - 9.2.7 Adjournment
- 9.3 The chair may alter the regular order of business in preparing the agenda when special circumstances and the efficient use of time dictate.
- 9.4 All meetings of the CAC shall be conducted pursuant to the Open Public Meetings Act, as codified in RCW 42.30, as the same may be amended or updated.

Section 10. Minutes and Records

- 10.1 Findings and recommendations, etc., of the CAC are prepared at the direction of the chair. Copies will be provided to all CAC members in a timely manner for review and approval at the next regular CAC meeting.
- 10.2 The CAC shall provide for the taking of minutes and maintaining the records of all meetings. Committee minutes shall be filed with the County and City Clerk's offices within 10 days of approval.

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Section 11. Term of Committee - Sunset Provision

CAC shall formally end within three years from the date of adoption of this Resolution unless otherwise extended by ordinance or resolution or by written permission from the County Director of the Department of Community Development.

Section 12. Communications to the Board of County Commissioners and City Council

The Committee shall report to the Board of County Commissioners and Port Townsend City Council at least semi-annually.

Section 13: Compensation and Reimbursement of Expenses

Members of CAC shall serve without compensation.

Section 14 Amending Rules

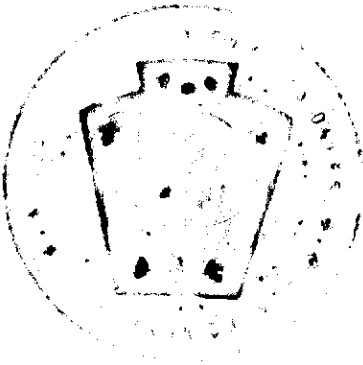
14.1 CAC may recommend amendments to these rules at any meeting by a vote of the majority of the entire membership, provided five (5) days notice has been given to each CAC member.

14.2 CAC is a joint county/city committee and thus the two government entities agree to maintain consistency by processing any amendments hereto as "Joint Resolutions" requiring approval by both entities.

This resolution shall become effective upon adoption by the Board of County Commissioners and the City of Port Townsend.

APPROVED AND SIGNED THIS 7th day of January, 2008.

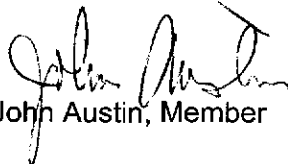
SEAL



JEFFERSON COUNTY
BOARD OF COMMISSIONERS


Phil Johnson, Chairman


David Sullivan, Member



John Austin, Member

Attest:



Julie Matthes, CMC
Deputy Clerk of the Board


Approved as to Form:

 1/30/08
David Alvarez
Deputy Civil Prosecuting Attorney

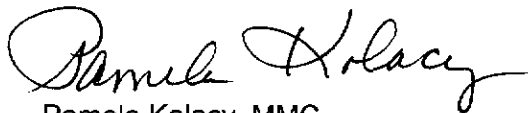
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APPROVED AND SIGNED THIS 7th day of January, 2008.


CITY OF PORT TOWNSEND


Michelle Sandoval, Mayor

Attest:


Pamela Kolacy, MMC
City Clerk

Approved as to form


John P. Watts
City Attorney