



**REGULAR MEETING
of the Community Advisory Council (CAC)**

Thursday, August 16, 2018

6:00 pm

Monterey Bay Community Power (MBCP)

70 Garden Court, Suite 300

Monterey, CA 93940

(Parking Instructions at End of Agenda)

AGENDA

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials, should contact Bren Lehr, CAC Clerk, at 831-641-7203 or blehr@mbcommunitypower.org. Requests should be made as soon as possible but at least 72 hours prior to the scheduled meeting.

If you have anything that you wish to be distributed to the CAC please email or hand it to a member of MBCP staff or Bren Lehr, CAC Clerk who will distribute the information to the CAC members and other staff.

1. **Welcome & Roll Call**

2. **Pledge of Allegiance**

The presiding officer will lead the pledge of allegiance.

3. **Public Comment for Matters Not Listed on the Agenda**

The public may provide comments on any item not on the Agenda but the CAC may not take action at this meeting on any item not listed on the Agenda other than to refer the matter to staff or set it for a future meeting. Speakers are customarily limited to 3 minutes each but an extension can be provided at the discretion of the CAC Chair

4. **Set Agenda and Approve Consent Agenda**

This item is to set the final regular agenda and approve the consent agenda. The consideration of any late additions to the consent and regular agendas are subject to Brown Act urgency and/or emergency findings.

CONSENT AGENDA

5. **Approve Minutes of the July 10, 2018 Meeting of the Community Advisory Council**
(Action Item)
6. **Adopt Community Advisory Council Bylaws** *(Action Item)*

PRESENTATION

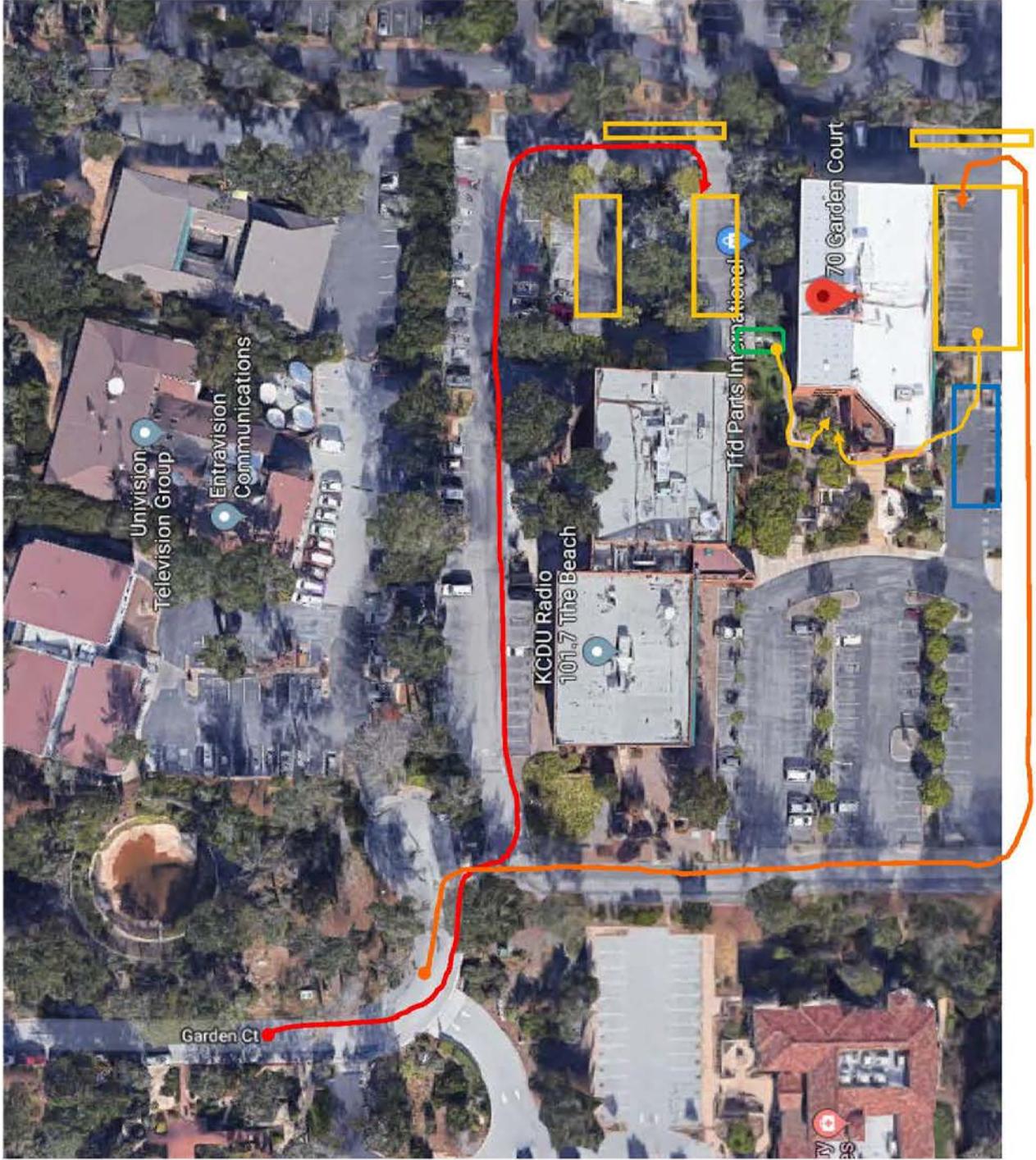
7. **Brown Act Training** *(Discussion Item)*

REGULAR AGENDA

8. **Fiscal Year 2018/2019 MBCP Budget Presentation** *(Discussion Item)*
9. **Adjournment to Next Community Advisory Council Meeting on September 20, 2018**
The public may comment on a specific item listed on this agenda when the CAC considers that item. When the CAC considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is within the CAC's jurisdiction. In addition, the members of the public may request and receive copies without undue delay of any documents that are distributed to the CAC, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Cal. Gov't Code Section 54957.5)

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the CAC in advance of a meeting and that relate to an agenda item will be made available at MBCP's offices located at 70 Garden Court, Suite 300, Monterey, CA 93940 during normal business hours and are also available on the [MBCP website](http://www.mbcommunitypower.org/about/meetings/) located at: <http://www.mbcommunitypower.org/about/meetings/>.

PARKING AND LOCATION OF OFFICE



When arriving at office location, follow the red arrow and enter drive into parking lots for buildings 60, 70 & 80 Garden Court.

Immediately turn left before building marked 60 Garden Court. Follow drive to end of parking lot and turn right.

Parking is available in the two upcoming parking courts or along the drive path perpendicular to the two courts (marked in yellow).

After parking, walk down the stairs (marked in green) and follow the yellow arrow down sidewalk path to 70 Garden Court. Take stairs or elevator to 3rd Floor, Suite 300.

Handicap parking is noted in blue to the right of the building.

You can also enter the parking areas by driving straight after entering the parking lot from the street. Please park in spaces marked with a "70" then follow the path from the parking lot to the front entrance of the building. THANK YOU!

Directional signs will also be posted throughout the parking lot.



**REGULAR MEETING
of the Community Advisory Council (CAC)**

Tuesday, July 10, 2018

6:00 pm

Monterey Bay Community Power

70 Garden Court, Suite 300

Monterey, CA 93940

MINUTES

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials, should contact Bren Lehr, CAC Clerk, at 831-641-7203 or blehr@mbcommunitypower.org. Requests should be made as soon as possible but at least 72 hours prior to the scheduled meeting.

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1. Welcome and introductions.
2. The meeting was **called to order by Tom Habashi, Chief Executive Officer at 6:03 p.m.** with 11 members present and a quorum established:

Directors Present: Dr. Bueno del Bosque, Hartmann, Osmer, LaVan, Wolfrum, Amezcuita, Byron, Stedman, Groot, Bezzera Wist, Capron

Directors Absent: None

Directors Disqualified: None

3. Board Clerk Bren Lehr administered the Oath of Offices to all Council Members.
4. Community Advisory Council Members provided brief introductions.
5. No changes to the agenda were submitted at the meeting.

6. Mr. Habashi opened the public comment period. The following individuals addressed the Council:

- Michael Saint, Citizens Climate Lobby and Campaign for Sustainable Transportation

Mr. Habashi closed the public comment period.

REGULAR AGENDA

7. Mr. Habashi opened nominations for Chair. The following individuals were nominated:

- Jeff Byron
- Andy Hartmann
- Natalie LaVan

ACTION: By a roll call vote of seven votes for Byron, three votes for LaVan, and one vote for Hartmann, the Council appointed Jeff Byron as Chair.

Mr. Habashi opened nominations for Vice Chair. The following individuals were nominated:

- Natalie LaVan
- Seth Capron
- Amy Wolfrum

ACTION: By a roll call vote of six votes for LaVan, three votes for Capron, and two votes for Wolfrum, the Council appointed Natalie LaVan as Vice Chair.

8. The Community Advisory Council discussed setting its 2018-2019 regular meeting schedule.

Chair Bryon opened opportunities for Council Members to vote by show of hands. By consensus the Council Members voted to hold Community Council meetings:

- **at 6:00 p.m.;**
- **on Thursdays;** and
- **on the third week of the month.**

The Chair did not open comments to members of the public.

9. CEO Tom Habashi gave an Energy Industry Overview presentation.

The Chair opened the public comment period. The following individuals addressed the Council:

- John Morrison, homeowner in Watsonville
- Unknown man
- Michael Saint, Citizens Climate Lobby

The Chair closed the public comment period.

ACTION: Discussion item only; no action taken.

10. CEO Tom Habashi gave a Legislative and Regulatory Overview presentation.

The Chair opened the public comment period. The following individuals addressed the Council:

- Michael Saint, regarding AB813

The Chair closed the public comment period.

ACTION: Discussion item only; no action taken.

At this point, the Council Members took an opportunity to speak amongst themselves and ask questions of CEO Tom Habashi.

The Chair opened the public comment period. The following individuals addressed the Council:

- Joe Jordan, Santa Cruz resident RE: PCIA problem and how he can advocate on the issue

The Chair closed the public comment period.

11. The meeting adjourned at **8:41 p.m.** to the next Community Advisory Board meeting on August 16, 2018.



Community Advisory Council (CAC) Bylaws

**Adopted by the Community Advisory Council on [Date] &
Approved by the Policy Board of Directors on [Date]**

Monterey Bay Community Power
70 Garden Court, Suite 300
Monterey, CA 93940

Monterey Bay Community Power Community Advisory Council (CAC) Bylaws

Article I. Role of CAC

As prescribed by the Policy Board of Monterey Bay Community Power (“MBCP” or the “Authority”), the Community Advisory Council (“CAC”) shall consist of eleven (11) members appointed from each constituent county (Monterey County, Santa Cruz County and San Benito County) and representing a diversity of customer classes and interests. The CAC’s activities shall include:

- (a) seeking the views of various groups of customers and potential customers of MBCP;
- (b) provide an in-depth review of and oversight over MBCP staff (“Staff”) proposals and policy recommendations as it relates to power supply mix, rate design, customer programs, community engagements and other function as may be delegated by the Policy and Operations Boards from time to time; and
- (c) assist MBCP in communicating MBCP’s key goals and values to the community, support staff in reaching out to the community, and the regulatory and legislative bodies.

The CAC shall act in an advisory capacity to the Policy Board and Operations Board of MBCP (collectively, the “Boards”), and the Policy Board of MBCP shall at all times be the final decision-making body on all matters related to MBCP as defined in the JPA and the MBCP Operating Rules and Regulations.

Article II. Purpose, Functions and Reporting Requirements

Section 2.01 Purpose. The Policy Board established the CAC to publicly discuss and provide in-depth review of MBCP staff recommendations to the Boards of MBCP regarding the implementation, development and prioritization of MBCP’s energy plans and programs to support the key goals (“Key Goals”) of MBCP, as well as, to support community outreach, education and advocacy. The Key Goals of MBCP are summarized, as follows:

- (a) maximize greenhouse gas reduction;
- (b) stabilize and reduce customer rates and costs; and
- (c) invest in local energy projects and programs.

Section 2.02 Involvement. The CAC is formed to ensure that all parties, including private citizens, organizations, government agencies and industry, have a local community group to provide in-depth review of MBCP staff activities and policy recommendation to the Boards. The CAC endeavors to conduct its business openly, fairly, quickly and effectively.

Section 2.03 Reporting Requirements.

- (a) The CAC shall take minutes of its meetings and submit copies of approved minutes to the Policy and Operations Boards.
- (b) The CAC shall be required to provide input on certain matters, as follows:
 - (i) Upon the request of MBCP's CEO; and
 - (ii) As directed by the Policy Board;
- (c) In its review, the CAC should, to the extent feasible, consider factors related to the general welfare of the citizens within the three-county jurisdiction of MBCP. These factors include, but are not limited to, the environmental, health, social, economic, political, legislative, legal and employment effects of an issue on the entire tri-county community. Oversight should advance efforts to meet the Key Goals of MBCP.
- (d) A representative of the CAC (the "CAC Liaison") shall attend all Board meetings to provide a summary of the CAC's most recent actions and to act as a liaison. to the CAC. The CAC's reports may be supplemented in any or all of the following ways:
 - (i) attachment of the minutes of a CAC meeting;
 - (ii) a letter from the CAC Chair; or
 - (iii) a presentation from the CAC liaison.

The form and content of supplemental transmittal information shall be determined by the CAC, subject to the approval of the Policy Board.

- (e) Staff shall work with the CAC to create and find agreement on the best possible recommendations; however, the CAC can amend staff recommendations and incorporate their amendments in its report to the Policy Board.
- (f) Individual CAC members may express an opinion on any recommendation, either supporting or dissenting, by either expressing a personal opinion directly to the Policy Board or requesting his/her opinion be placed on the record in the meeting minutes and transmitted to the Policy Board. Such CAC member is responsible for providing the statement to the Board Clerk.

- (g) All CAC members will be expected to support the mission and Key Goals of MBCP, and to align their views and actions with the long-term success of the Authority. CAC members will focus on what is best for the customers, member jurisdictions and employees of MBCP. CAC members are encouraged to ask questions and openly debate relevant issues and be respectful of other opinions and tolerant of other viewpoints.

Article III. Membership

Section 3.01 Member Appointments, Composition and Terms.

- (a) The number of members and composition of the CAC is established by the Policy Board. Currently, the CAC is comprised of eleven (11) members. The CAC is a standing committee composed of members, representing customers and stakeholders from within the area where the Authority is qualified to do business. On an annual basis, the Staff shall accept and solicit nominations from citizens that reside within the Authority's territory to become a member of the CAC. At the Policy Board's meeting in March of each year, the subset of CAC members shall be selected by a majority of the persons entitled to vote at a meeting at which a quorum is present of the Policy Board. CAC members serve at the pleasure of the Policy Board, which can remove or replace a CAC member in its discretion.
- (b) The term of service of each CAC member will be three years and CAC members can serve only two terms; regardless of the foregoing, the initial terms of the CAC members shall vary from one to three years based on a random selection process to allow for staggered appointments.
- (c) Despite issues that are often of a technical nature, CAC members require no special technical background. Since technical knowledge from some members is essential during CAC deliberations, and non-technical members can become expert with increasing experience, a certain level of continuity in membership is encouraged. Although not required, a good mix of new and seasoned members provides for optimum CAC operation.
- (d) The Board Clerk shall notify the CAC of new and renewed member appointments by the Policy Board.

Section 3.02 CAC Liaison. The CAC Chair, or designee, will be the CAC Liaison to the Policy and Operations Boards to report on CAC activities.

Section 3.03 No Conflicts of Interest.

- (a) CAC members represent their communities, professions, and industries, and are appointed with the specific purpose of providing input from these sectors, in both discussion and voting. This is not a conflict of interest.
- (b) No CAC member should vote on a question in which he or she has a personal or pecuniary interest not common to other members of the community. As just one such example, if a motion or issue for consideration proposes that MBCP enter into a contract with a business entity of which a CAC member is an officer of such business entity and from which contract he or she would derive personal pecuniary profit, such member should abstain from voting on the motion.
- (c) If a CAC member's actions are deemed by vote of the CAC to be improper or unacceptable, the CAC Chair shall notify the Chair of the Policy Board. No further action may be taken by the CAC.
- (d) CAC members may appear before either Board or elsewhere on committee or energy related issues. However, members must, during every appearance, state for the record that they are expressing either an approved CAC position or their own position. Presentation of majority and/or minority opinions and reports require the same clarification.
- (e) CAC members shall comply with all conflict of interest laws, including but not limited to, providing Conflict of Interest Statements and AB1234 Training, as follows:
 - (i) Per requirements of the California Fair Political Practices Commission (FPPC) and the MBCP's Conflict of Interest Code, all CAC members are required to submit a Form 700 – Conflict of Interest Statement to the Board Clerk on an annual basis by the deadline set by the FPPC; and
 - (ii) Each CAC member is required to complete an approved course of AB1234 ethics training on a biannual basis. This may be done online or with an approved instructor.

Article IV. Time and Location of Meetings

Section 4.01 Regular Meetings.

- (a) The regular meetings of the CAC shall be held on the third Thursday of each month at 6:00 p.m. Meetings are held at the office of MBCP, 70 Garden Court, Suite 300, Monterey, CA 93940, except under special circumstances or as determined by the

CAC. The CAC can approve amending its regularly scheduled meeting time, date and/or location without having to seek Policy Board authorization.

- (b) A quorum must be present by fifteen minutes after the scheduled meeting time. If a quorum is not present by such time, the meeting shall be either adjourned or continued. Subcommittees may meet if provided for in the agenda.
- (c) Attendance being of prime importance to maintain contact between constituents and the CAC, the attendance of members is required at all meetings. Should a member be unable to attend a meeting they should notify the Board Clerk before the meeting. Should any member have more than two (2) absences in a calendar year, the CAC Chair shall send the member a reminder of the attendance policy. Any member who is absent for four (4) regularly scheduled meetings during a calendar year shall automatically be terminated. Any resulting vacancy shall be filled for the duration of the departing member's term.

Section 4.02 Special Meetings.

- (a) Special meetings may be held at any time or location within the MBCP's jurisdiction. Special meetings are scheduled as follows:
 - (i) The CAC may call for the meeting during a regular meeting; or
 - (ii) The Chair may call for the meeting in consultation with Staff. Scheduling is contingent upon the indication, by Doodle poll survey conducted by the Board Clerk, that a quorum will be present.
- (b) The agenda for special meetings shall be limited to special issues unless a regular meeting agenda is planned by CAC member vote. Normal informational, administrative and scheduling activities may be conducted as well.

Section 4.03 Adjournment and Continuances.

- (a) Meetings at which business is incomplete or a quorum is not present may be adjourned to a time and place designated by the CAC or, in the absence of a quorum, the Chair.
 - (i) An adjourned regular meeting is the continuation of an original meeting and operates in the same manner as a regular meeting; and
 - (ii) A copy of the order of adjournment must be posted on or near the door of the meeting place within 24 hours of the adjournment to a stated time and place.

- (b) Action on specific issues may be continued to a subsequent meeting by direction of the CAC or, in the absence of a quorum, by the Chair. If the continuance is for less than 24 hours, a copy of the order must be posted on or near the door of the meeting place immediately following the meeting at which the continuance occurred.

Section 4.04 Brown Act Requirements.

- (a) The CAC is a permanent, advisory committee created by the Policy Board, and as such, Brown Act requirements apply to the CAC.
- (b) According to the Brown Act, the CAC shall complete its activities, as follows:
 - (i) All regular and special meetings of the CAC shall be open and public, and all persons must be permitted to attend the meetings. Any person attending shall have the right to record the meeting;
 - (ii) Under the Americans with Disabilities Act (ADA) regarding public meetings, all meetings must be held in ADA accessible facilities;
 - (iii) The CAC must designate by formal action the time and place for the holding of regular meetings;
 - (iv) At least 72 hours before a regular meeting, an agenda must be posted in a freely accessible area. The agenda must contain a brief description of each item of business to be transacted or discussed at the meeting;
 - (v) For special meetings, a meeting notice shall be delivered to the CAC members and to each local newspaper of general circulation, radio or television station requesting notice in writing. The notice must be received at least 24 hours before the time of the meeting and must specify the time and place of the meeting and the business to be transacted. The notice must be posted at the location freely accessible to the public at least 24 hours before the meeting; and
 - (vi) For subcommittees, all subcommittee meetings must meet the same Brown Act requirements as CAC meetings.

Article V. Action at a Meeting, Quorum and Required Vote

Section 5.01 Quorum. The presence of a majority of the members of the CAC shall constitute a quorum for all purposes. If a quorum is not present, no official action may be taken, except roll call and adjournment.

Section 5.02 Required Vote.

- (a) The affirmative vote of a majority of the members present shall be required for the approval of all matters.
- (b) A motion by any CAC member is required to request a vote on an issue. The motion shall describe the action to be taken.
- (c) A second is required to place the motion before the CAC for a vote. After a motion and a second, all CAC members present shall be polled for a voice vote by the Chair. The results of the vote are reported in the minutes and provided to the Board, as follows:
 - (i) Each CAC member present has one vote;
 - (ii) Voting by proxy is not allowed;
 - (iii) Secret ballots are not allowed; and
 - (iv) The Chair may vote on any issue.
- (d) Abstentions shall occur, as follows:
 - (i) CAC members may abstain from voting on an issue for any reason. Members shall announce any economic conflict of interest which requires disqualification. Beyond that, members may note the reason for an abstention in the minutes if desired; and
 - (ii) Abstentions shall be recorded and reported by the Board Clerk during the vote.
- (e) At a standing or ad hoc committee meeting if a quorum is not present, the committee chair may appoint a CAC member who is not a regular member of that committee but is present at the meeting to serve on the committee for the duration of the meeting to achieve a quorum.

Article VI. Officers

Section 6.01 Officers, Duties and Elections. The Officers of the CAC shall include a Chair and Vice-Chair who are elected from the CAC membership. The Board Clerk for the CAC shall not be an elected position, but rather shall be the Executive Assistant to MBCP's CEO. Officers shall serve for one year, from March to March, but there is no limit on the number of terms an Officer may serve. When an officer relinquishes CAC membership for any reason, the CAC shall hold an election for that office as soon as possible. Elections of Officers are held during the first regular CAC meeting of April of each year, or as soon thereafter as the CAC's schedule provides. If elections are delayed, existing Officers will continue to serve through the election. Election votes follow the same rules as regular votes.

Section 6.02 Duties of the Chair. The primary duties of the Chair are, as follows:

- (a) Conduct CAC meetings by presiding over discussions, deliberations, and voting. In addition, the Chair shall moderate public discussion and presentations. The Chair shall attempt to provide equal time to all sides and factors. The chair shall verify that all members understand the issue under discussion, the motion, and the vote results.
- (b) Verify that a quorum is present prior to the start of official meetings.
- (c) Verify that both roll and minutes are taken by the Board Clerk.
- (d) Poll the public audience for issues of discussion not on the agenda during the public comment portion of the meeting.
- (e) Ensure that meeting minutes, as prepared by the Board Clerk, are reviewed, corrected if necessary, and approved.
- (f) Decide questions of order or procedure. The Chair's decisions may be appealed to the CAC, which may vote on the issue.
- (g) The secondary rules for the Chair are, as follows:
 - (i) If a sufficient number of meetings lack a quorum, the Chair shall inform the Policy Board through the Board Clerk. The Chair shall request replacements for departing members;
 - (ii) The Chair shall represent the CAC on other committees and organizations unless an alternate is designated by the CAC;
 - (iii) The Chair shall write letters and make personal appearances and presentations to the Boards as the CAC Liaison and other persons, agencies, and entitles on behalf of the CAC, unless an alternate is designated by the CAC; and
 - (iv) The CEO and the Policy Board may call upon the Chair to go to outside meetings (i.e. with CPUC, legislatures, sister counties and districts) as their representative from the CAC, as an expert, or representing the CAC prestige and expertise.

Section 6.03 Duties of the Vice-Chair. The primary duties of the Vice-Chair are, as follows:

- (a) Perform all of the primary duties of the Chair when the Chair is absent.

- (b) Aid the Chair in the efficient conduct of the meeting and, at the Chair's request, coordinate side issues while the chair is running the meeting. These side issues may include interactions with the audience, public, staff, or CAC members, answering questions, or making other arrangements to keep the meeting moving efficiently and undisturbed.
- (c) Monitor the proceedings and plans of the CAC, notifying the Chair of potential problems.
- (d) Assume Chair duties when the position becomes vacant. Chair duties shall cease when the CAC elects a new Chair.
- (e) Represent the CAC when needed if the Chair is unable to fulfill this obligation.

Section 6.04 Duties of the Board Clerk. The primary duties of the Board Clerk are, as follows:

- (a) Prepare and distribute the agenda and meeting packet, arrange for meeting rooms and facilities, make Brown Act notifications and prepare documentation to support this effort.
- (b) Take meeting minutes, prepare a draft of those minutes and send the draft to CAC members with the next regular meeting packet.
- (c) Prepare and send meeting notices and make phone inquiries as needed for all meetings. This includes distribution of material to the public, transmission of recommendations and other material to the Board on behalf of the CAC, and any other aspect of CAC work.

Section 6.05 Duties of the CEO. With respect to the CAC, the CEO shall participate in CAC meetings and assist, as follows:

- (a) Advise the CAC of upcoming events, schedules, and situations.
- (b) Know, appreciate, and convey the desires, actions, and problems of the Staff and Boards.
- (c) Bring to the CAC a perspective on the activities of recent legislative activities, state agencies, federal agencies and other CCAs, including updates on regulatory and legal issues and agency proceedings.

- (d) Take part in discussions during meetings and deliberations, in order to assist CAC members in understanding and appreciating all pertinent facts and factors from both the MBCP and the Boards.

Article VII. Meetings and Agendas

Section 7.01 Preparation of the Agenda.

- (a) The Agenda for regular meetings is prepared by the Board Clerk. Meeting notices and CAC member packets are assembled and emailed to committee members no less than [five (5)] days before the meeting date. This means that reports, communications, resolutions, documents, and other material for distribution to the CAC must be submitted to the Board Clerk by no later than [ten (10)] days prior to the date of the meeting.
- (b) Items that require consideration after the posting of the Agenda, or that arise unexpectedly at the meeting, may be heard by the CAC if Brown Act requirements for "Off Agenda Items" are met.

Section 7.02 Attendance at Meetings.

- (a) CAC members unable to attend a meeting shall notify the Board Clerk no later than one day before the meeting. An excused absence shall be noted for members who notify the Board Clerk in advance.
- (b) When CAC member notifications or a Outlook meeting request poll reveals enough absences to prevent a quorum, the meeting shall be cancelled. The Board Clerk shall inform the CAC by email as soon as possible and the public shall be informed as well, if possible. The Board Clerk shall then re-schedule the meeting.
- (c) Unexcused absences shall be recorded by the Board Clerk and reported to the Board for every meeting on the Attendance and Voting Record.

Section 7.03 Order of Business. Regular meetings are conducted as outlined in the order of the Agenda as follows:

- (a) Call to order
- (b) Roll call
- (c) Minutes from previous meeting are discussed, modified and approved

- (d) Chair report
- (e) Public comment; discussion of items not on the agenda
- (f) Old business; items continued from previous meetings
- (g) New business
- (h) Subcommittee report(s)
- (i) CAC business
- (j) Adjournment
- (k) The order of presentation for action items is as follows:
 - (i) Staff overview
 - (ii) Subcommittee reports
 - (iii) Staff recommendation
 - (iv) CAC questions
 - (v) Public comments and presentations
 - (vi) CAC discussion and deliberation
 - (vii) Action on the issue

Section 7.04 Electronic Recording of Meetings. The Board Clerk shall make an audio and/or video recording of each meeting to ensure the accuracy of the minutes. Recordings shall be maintained on file up to but no later than three months beyond June 30th of the current MBCP Fiscal Year. Recordings shall be available for review by the public upon request and copies shall be available upon request for the cost of reproduction.

Article VIII. Subcommittees

Section 8.01 Appointing Subcommittees.

- (a) Subcommittees are created by the CAC as needed to provide additional information on an issue.

- (b) Subcommittee members shall be appointed by the Chair or the CAC, along with a temporary Subcommittee Chair. The CAC Chair is an ex-officio member of each subcommittee.
 - (i) At the first subcommittee meeting, members may affirm change of the Subcommittee Chair. The Subcommittee Chair shall schedule Subcommittee meetings, take minutes, provide a subcommittee report to the CAC, and work with the Board Clerk to make the necessary notifications; and
 - (ii) Subcommittee attendance must not exceed a CAC quorum unless approved in advance by the Chair or CAC.
- (c) Subcommittees may obtain outside expert advice and take additional information as needed to develop a report on their subject. However, subcommittees shall not incur expenses to be paid without prior approval from the Board Clerk.
- (d) Dissenting or multiple subcommittee reports or recommendations are permissible if differing or competing solutions exist.
- (e) When presenting subcommittee reports, the Subcommittee Chair or a delegate shall inform the CAC Chair of the report at the start of the committee meeting, along with the subject of the report and the associated agenda item.
- (f) Written subcommittee reports may be either distributed to members as part of a meeting packet or mailed, faxed or electronically mailed directly to members by the Board Clerk before the meeting and made available to the public per applicable law.

Article IX. Bylaws

Section 9.01 Amending the Bylaws. These Bylaws may be changed or amended by the CAC at any regular meeting. The proposed changes must be submitted in writing to each CAC member before the meeting at which a vote on the change takes place, either in the meeting packet or in a presentation to the CAC at a previous meeting. Prior to any amendment to these Bylaws becoming effective, the amendment must be approved by a majority of the Policy Board of Directors entitled to vote at a meeting at which a quorum is present.

Section 9.02 Availability of the Bylaws. These Bylaws shall be maintained by the Board Clerk. Copies shall be available upon request for the cost of reproduction.