



East Bay Clean Power Alliance
Jessica Tovar
339 15th Street #208 Oakland, CA 94612
jessica@localcleanenergy.org 415-766-7766

Subject: Proposed Process for Community Advisory Committee Application /Vacancies

May 8, 2019

Dear Board Members and Community Advisory Committee members,

We see the need to have a clear application process to fill vacancies and have a consistent and efficient Community Advisory body moving forward. The following are our recommendations for addressing the following issues.

Applications

Problem:

- Applications can be submitted on a continuous basis (according to staff), but the application posted on the website has an old due date of October 19, 2018. There is no clear procedure for what happens to those applications when there is no CAC vacancy, nor when a vacancy arises.

Proposed solution:

- When applications for the CAC are received at a time when no vacancy is anticipated, a notice should be sent to the applicant that there is no current vacancy, but that the application will be kept on file and considered when the next vacancy occurs, unless otherwise informed by the applicant. The website should also reflect this information and be kept up to date.
- If a vacancy exists or is anticipated, a notice should be sent to the list and posted on the EBCE website informing all interested of the impending/ existing vacancy and a reasonable deadline (not less than one month) should be set and noticed. All applications on file or received before that deadline should be considered by the CAC Committee.

Vacancies

Problems:

- Currently there is one unfilled vacancy on the CAC, and 2 more anticipated vacancies for June, 2019. However, no process has yet been initiated to fill those vacancies.
- There is currently one alternate, but no established process for whether alternates are automatically offered the vacant seat or remain alternates while a new search to fill the vacancy is conducted.
- The time between a public notice of a vacancy and application deadline has been too short in the past, resulting in not enough applications to yield a suitable replacement for the vacant seat.

Proposed solutions:

- Appointed alternate members of the CAC should be offered the opportunity to fill any vacancies on the committee before initiating a process of taking new community applications for that position. If no alternates want to fill the vacancy then the process described below should be initiated.
- A formal process for filling CAC vacancies should be established, which would include a standing committee of Board and CAC members. This process should include public notice of the impending vacancy that includes clear directions for applying and at least one month between public notice and the deadline for applications. Community members with applications already on file should be notified of the impending vacancy and that their applications will be considered unless EBCE is informed that they are no longer interested.
- It should be the intent of the CAC selection committee to have 2 alternate CAC members at all times. This could significantly reduce the time and effort it takes to fill vacancies if alternates are allowed to fill vacancies.

Thank you,

Jessica Tovar, Coordinator of the East Bay Clean Power Alliance