

# Penobscot Climate Action Committee Charter

This charter shall act as guidance for the Penobscot Climate Action (PCA) Committee activities and procedure. The charter may be amended through Committee consensus as needed to support the Committee's work.

VERSION	DATE	REVISION SUMMARY
V1	10/17/2024	PCA Committee meeting to determine charter purpose, goals, guidelines, format, etc.

## CONTACT

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## **COMMITTEE PURPOSE & STRUCTURE**

Section 1.1 Purpose. The purpose of the PCA Committee is to advance the recommendations of the Penobscot Climate Action Plan to improve community and infrastructure resilience as well as support state and local goals. The Committee will act as a forum to foster communication and collaboration amongst local governing bodies, institutions/organizations, and the public.

Section 1.2 Authority. This is a working committee with no voting rights extended to the BACTS Policy Committee or local governing councils/boards. The decision making boards may, at their discretion, consult and follow recommendations of the Committee. The Committee's capacity is to enhance communication, coordination, and collaboration amongst local actors, as well as offer recommendations to the ultimate decision-making bodies.

Section 1.3 Participant Hierarchy. The Committee will have no member hierarchy (i.e. chair, president, etc.). All participants will be given equal opportunity to participate in discussions and decisions. The Committee will make decisions by general consensus unless otherwise necessary. If a project/effort requires substantial participation or implementation by a particular entity, buy-in from that entity must be obtained before moving forward.

Section 1.4 Facilitation. Committee meetings shall be facilitated by BACTS Staff. The facilitator will remain neutral and shall encourage engagement from all participants.

Responsibilities include:

- 1) Preparing Committee meeting agendas based on required actions, relevant updates/activities, and arising local needs.
- 2) Integrating feedback into project processes, decisions, and materials through documentation such as meeting minutes, charter updates, etc.
- 3) Creating and maintaining an orderly and accessible platform for group communication and collaboration.
- 4) Promoting a productive and respectful environment. Staff will use their discretion when deciding if/when discussions or concerns need to be moved to another forum or whether an individual needs to be removed.

Section 1.5 Frequency and Format. The Committee will meet quarterly unless otherwise needed. Committee meetings will be held virtually, with the option to meet in person once a year based on participating individuals' ability/interest.

## **WORKING GROUP PURPOSE & STRUCTURE**

Section 2.1 Purpose. The purpose of the PCA Working Group(s) is to support the Committee's work and decision making by providing focused attention to Committee priorities. The groups will gather information, facilitate collaboration, engage the community, explore supportive funding, and more as needed to further specific recommendations from the PCA Plan.

Section 2.2 Authority. The Committee will create Working Groups based on collectively determined priorities and needs at any given time. Groups may exist for any length of time (i.e. short/medium/long term or continuous), though a target performance period should be outlined upon formation. Any proposed continuous Working Group should be included in this charter. These groups will act as advisors to the Committee who will make any final decisions or

approvals that may be necessary. Participants in working groups will vary depending on the nature of the group.

Section 2.3 Participant Hierarchy. During group formation, an individual will be designated as the Working Group Leader. This person will lead group activities, ensure group member participation, support documentation and scheduling, etc. They will report back group progress and activities during or in between official Committee meetings as necessary.

Section 2.4 Facilitation. BACTS may, but must not necessarily, act as a facilitator to support the Working Groups based on need and BACTS staff capacity.

Section 2.5 Frequency and Format. The Working Groups will individually determine meeting frequency and format based on project needs.

Section 2.6 Public Advisory Working Group. This group will be formed to provide continuous and specialized attention to the Committee's public outreach and engagement strategy. Group activities may include, underserved population participation tracking, public update/newsletter preparation, advising and supporting the facilitator with public outreach methods, promoting transparency and visibility, relationship building, etc.

## **PARTICIPATION**

Section 3.1 Local Government/Organization Representation. The PCA Committee shall consist of representatives from local municipalities and major institutions/organizations which have the jurisdiction to implement the Penobscot Climate Action Plan recommendations. A current list of designated representatives may be requested from the Facilitator. New organization representatives may be designated or updated by communicating with the Facilitator.

Section 3.2 Other Public or Stakeholder Participation. In furtherance of the Penobscot Climate Action Plan's goal of fostering extensive community involvement, the Committee and its Working Groups will allow and encourage public participation in discussions, decisions, and project implementation, as appropriate. A list will be maintained of interested individuals who will receive meeting agendas and invites directly from the Facilitator. Any member of the public may request to be added to this list at any time.

## **GUIDELINES & PROCEDURES**

Section 4.1 Transparent and Consistent Communication. Working groups will report back to the Committee about progress and give the Committee the ability to respond and provide feedback as appropriate.

Section 4.2 Public Engagement. The Committee will be made accessible to all people, particular effort will be made to engage those directly impacted by topics/projects. The group will continuously monitor outreach success and refine as needed to better reach specific groups.

Section 4.3 Align Effort With Community Plans and Processes. Proposed activities shall be linked to existing planning processes and priorities from local governments, nonprofits, local businesses, etc. to promote viable methods of incorporation into work and operations.

## **GOALS**

Section 5.1 Visibility of Work and Process. The Committee itself, and its deliverables, is known about, shared by, and utilized as a resource by local government representatives, local businesses, schools, nonprofit organizations, and public forums.

Section 5.2 Relationship and Partnership Building. New opportunities to communicate and collaborate are identified and formally integrated into work processes.

Section 5.3 Identify and Nurture Project Champions and Community Leaders. Identify organizations and individuals who could become valuable champions for specific topics or strategies. Invite the identified organizations and individuals to engage with next steps on specific strategies and support them becoming champions for those strategies.

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