

## **Excerpt from Carrboro Town Code - Climate Action Team**

### **Section 3-24.16 Climate Action Team**

(a) There shall be a Climate Action Team (CAT) consisting of nine members appointed by the Town Council. Members shall be residents, business owners, or employees in the Town or extraterritorial planning jurisdiction or the Town's joint planning transition area. All such members shall be interested in or have expertise relevant to the duties of the CAT. At least one member should have experience related to community organizing or environmental justice. One seat should be reserved for a Carrboro resident currently enrolled in public, private, or home school at the high school level.

(b) Members may be removed as follows:

(1) The chairperson shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.

(2) Unless the chairperson waives the requirement, members shall be removed if they are absent from two consecutive meetings or events, if they miss more than three meetings during a twelve-month period, or for failure to participate in at least one outreach event during the calendar year. The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

(3) Members may also be removed by the appointing authority after a hearing for any good cause related to performance of duty.

(c) Two liaisons shall be appointed by the Council every year at, or shortly after, the Town Council's organizational meeting when other appointments to advisory boards, commissions, or committees are made. (*Amend 11/16/2021*)

(d) CAT members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. Vacancies shall be filled for the unexpired terms only.

### **Section 3-24.17 Meetings and Officers of CAT**

(a) The CAT shall establish a yearly meeting schedule of the following meetings:

(1) Up to four in-person meetings

(2) Up to four virtual meetings, as determined by staff to plan outreach events

- (3) At least two community outreach events
- (4) Special meetings as necessary

All meetings shall be open to the public and notification of such meetings shall conform to the requirements of the Open Meetings Law.

(b) A quorum shall be present for the CAT to take official action and all actions shall be taken by majority vote. A quorum shall consist of five members if all seats on the CAT are filled and four members if there are one or more vacancies on the board.

(c) The CAT shall select one of its members to serve as chair and one member to serve as vice-chair. These officers will be chosen annually at the CAT's first meeting in January and shall serve for terms of one year unless their terms of appointment to the CAT sooner expire. Vacancies shall be filled for the unexpired term only. A member may be selected to serve as chair for not more than two consecutive full one-year terms. The chair and vice-chair may take part in all deliberations and vote on all issues.

### **Section 3-24.18 Powers and Duties of CAT**

The Climate Action Team may:

(a) Provide expertise and input on implementation of the Community Climate Action Plan and municipal Energy and Climate Protection Plan. CAT members will have the opportunity to provide feedback on the yearly environmental sustainability work plan and ongoing climate action initiatives as requested by staff. CAT members will analyze climate action initiatives with particular attention to race and equity, building on the recommendation for considering social justice and equity in the Community Climate Action Plan.

(b) Actively participate in the design, organization, and implementation of community outreach events. At these events, CAT members will educate and engage Carrboro residents in Town climate action initiatives.

(c) One of the most important duties for CAT members will be participation in the community outreach events. CAT members shall participate in at least one outreach event each calendar year.

(d) Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council.