



Collaborative Stakeholder Committee Bylaws

Richmond Rising

Transformative Climate Communities

Authority and Purpose

Six local organizations and the City of Richmond (together known as “Richmond Rising”) received funding through the Strategic Growth Council’s Transformative Climate Communities Program (“TCC”) to implement programs that foster health, economic, and environmental improvements in the Iron Triangle, Santa Fe, and Coronado neighborhoods (See Appendix A, Richmond Rising Project Area Map).

Richmond Rising Project Leads:

- GRID Alternatives
- Groundwork Richmond
- Rich City Rides
- Trust for Public Land
- Urban Tilth
- Center for Global Healthy Cities
- City of Richmond (COR)

The Collaborative Stakeholder Committee (“Committee”), established per the Memorandum of Understanding (“MOU”) appended to these bylaws (Appendix B) and signed by all Project Leads as part of the Richmond Rising TCC grant agreement, provides guidance and oversight for projects funded by the TCC grant. The Committee may make recommendations, offer input, and assist Project Leads in implementing project activities, who shall consider all public and Committee recommendations. While the Committee does not have final decision-making authority, the collaboration and problem-solving efforts help ensure alignment and accountability in meeting collective goals.

The following bylaws do not supersede requirements of the MOU, grant agreement, or other requirements of the TCC program, and are intended to clarify and strengthen the commitments and capacity of Richmond Rising’s partnership.

Goal and Vision Statement

The Committee envisions a Richmond that is healthy, connected, and well-prepared to address impacts of climate change. It is the goal of the Committee to support implementation of all programs and plans of the Richmond Rising Transformative Climate Communities Implementation Grant Agreement in accordance with values of equity, integrity, and community accountability. All actions of the Committee shall reflect this goal.

Committee Priorities

In alignment with the Committee's Goal and Vision Statement, the conduct of the Committee shall prioritize and support inter-partner collaboration, informed decision-making, and community transparency. Consensus shall be sought for all decisions, and efforts to redress concerns shall be made if consensus has not been reached. Comments from members of the public shall be highly valued, and the Committee will strive to address all questions and concerns from members of the public. Information regarding the Committee shall be readily accessible, including Spanish translation and interpretation where possible.

Land Acknowledgement

The following acknowledgment is a shared understanding of the Committee, and will be read at the beginning of each Committee meeting:

While Richmond Rising seeks to strengthen the economy, improve public health and the environment - particularly in the Iron Triangle, Santa Fe and Coronado Neighborhoods, we do so with the awareness that we occupy unceded Huichin and Karkin Ohlone territory. We acknowledge that land theft of indigenous homelands, and the dismantling of indigenous sovereignty, was done to advance colonization. We acknowledge that capitalism and white supremacy are branches of colonization that have persisted throughout hundreds of years of oppression, are alive today, and contribute to keeping Black, Indigenous, and all other People of Color from thriving. We further acknowledge that this country's political economy and social institutions were built on the forced labor of African people on stolen land through violent, systematic abduction from their **homelands and enslavement over hundreds of years.**

We further acknowledge the exploitation of immigrant and refugee communities as modern forms of cheap and disposable labor are regularly carried out on stolen **land. Thus, we acknowledge that we have been impacted and harmed by these histories** and experiences imposed on our ancestors and communities. We further uplift the shared struggle among Black, Indigenous, and All People of Color. We also acknowledge that indigenous people continue to live here, steward the land, and resist settler colonialism. We conclude that our Land acknowledgement is an active and evolving statement and process that requires us to recognize historical injustices and invites us in to be active participants in our collective healing.

Membership and Committee Composition

The Committee is comprised of the following Members:

Project Leads

Each of the six TCC Project Leads shall designate one individual to represent their organization on the Committee.

Project Lead Alternates:

TCC Project Leads shall be allowed to designate individuals to represent their organization when the Project Leads are unable to attend. These alternate members shall have sufficient information necessary to make decisions at the Committee meeting, including relevant information from previous meetings, and shall be authorized by the Project Lead organization to discuss and vote on matters of the Committee.

Youth Fellows

Two seats will be filled by youth aged 16-24 who are nominated from the Richmond Rising's Youth Fellows Cohort.

Community Members

Up to six seats shall be filled by community members who are residents or operate a business, nonprofit, or grassroots and faith-based organization with an address in the Richmond Rising Project Area (See Appendix A, Richmond Rising Project Area Map).

Community Member Nomination and Appointment Process

Community members may be nominated for appointment to the Committee by all Committee members and members of the public. Review and appointment of community nominations shall be conducted in a public meeting of the Committee and shall include an opportunity for members of the public to comment on the nominations. Appointment of a community member to the Committee requires a two-thirds vote of the Committee. Appointed community members should reflect the neighborhoods of the Richmond Rising Project Area, and maintain a diverse representation of age, race/ethnicity, ability, gender, sexual orientation, and socioeconomic status/class. Community Committee Members shall be reimbursed at a rate of \$50 per meeting attended.

The Committee shall solicit nominations to begin reviewing for appointment by its fifth meeting (June 5, 2024), and then on an as-needed basis. At the discretion of the Committee, community seat appointment periods may be staggered to ensure consistent representation. Appointed community Committee Members are eligible and invited to serve through September 2028. However, the Committee understands that this commitment may not be feasible and asks that appointed community members are willing to commit to at least (a) two years if an adult (25+ years old) or (b) at least one year if a youth (16-24 years old).

Removal/ Addition of Committee Members

The Committee may establish a new seat by a two-thirds vote of the existing Committee. Any Committee Member may be removed with a two-thirds vote of the Committee.

Excused/Unexcused Absences

For the purposes of this section, the following definitions shall hold:

Excused Absence

An absence for which a Committee Member has provided advance notice and a valid reason.

Unexcused Absence

An absence for which a Committee fails to provide advance notice or fails to provide a valid reason for absence.

Members who have three unexcused absences within a rolling 12-month period shall be automatically resigned from the Committee.

Committee Member Responsibilities and Expectations

Committee Members are expected to regularly prepare for, attend, and actively participate in monthly Committee meetings. Committee Members shall provide input that reflects the concerns, visions, and ideas of communities in the Project Area. As part of this commitment, Committee Members are responsible for reviewing meeting agendas, minutes, and associated meeting materials before each meeting, and will suggest necessary additions or revisions in a timely manner.

Each regular meeting of the Committee shall include a project status report from each Project Lead that includes but is not limited to up-to-date financials and grant expenditures to date for each project for which they are primarily responsible.

Quorum

The presence of a majority of the Committee, whether in-person or virtually, shall constitute a quorum for the purposes of conducting a meeting. No business shall be conducted without a quorum, except to adjourn a meeting to a subsequent date.

Officer Positions

At its first meeting, the Committee, by affirmative vote of a two-thirds vote of Members present at the meeting, shall appoint Members to the positions of Chair, Vice Chair, and Secretary. Appointed Members will serve a two-year term. The following definitions for each position shall apply:

Chair

The Committee Chair is primarily responsible for facilitating Committee meetings in accordance with these bylaws, and will ensure all perspectives are heard and considered. It is the aim of the Chair to navigate discussions towards consensus, and to keep the group focused on goals and timelines. The Chair is also responsible for reviewing the meeting agenda, minutes, and associated meeting materials to ensure accuracy and relevance.

Co-Chair

The Committee Co-Chair is responsible for supporting the Chair in maintaining meeting flow and encouraging participation from a range of perspectives. The Co-Chair will assume meeting facilitation responsibilities when the Chair is absent or otherwise unable to assume these responsibilities. The Co-Chair is also responsible for reviewing the meeting agenda, minutes, and associated meeting materials to ensure accuracy and relevance.

Secretary

The Secretary is responsible for ensuring meeting minutes, including public comments, Committee discussion, and action items, are appropriately recorded, organized, reviewed, and distributed to the Committee and members of the public.

Richmond Rising Public Listserv

Members of the public interested in updates of the Richmond Rising Collaborative Stakeholder Committee, including meeting announcements and associated materials, may e-mail TCC@ci.richmond.ca.us.

Availability of Meeting Materials

Meeting Agenda

The agenda for each meeting shall provide a meaningful description of each item to be discussed at the respective Committee meeting. Draft agendas should be circulated to Committee members at least ten days before the respective meeting. Committee members shall review and provide comments on the draft agenda at least seven days before the respective meeting. The revised agenda shall be translated to Spanish and distributed publicly at least three days before the respective meeting, including publication in a physical location, posting to the Committee Meeting website (<https://www.ci.richmond.ca.us/4609/TCC-Richmond-Rising>), and dissemination to the Richmond Rising public listserv.

Meeting Recordings

All regular Committee meetings shall be recorded and interpreted to Spanish. Meeting recordings in English and Spanish shall be posted to the project website no more than 14 days after the respective Committee meeting.

Meeting Minutes

Minutes for each meeting shall be prepared in English and Spanish and distributed publicly no more than 14 days after the respective Committee meeting. Public distribution shall include posting to the project website and dissemination to the Richmond Rising public listserv.

Minutes for each meeting shall report any community questions and comments received, as well as responses. Committee members will review previous meeting minutes, and will notify COR of any necessary revisions. Substantive revisions will require approval by two-thirds vote of the Committee, as determined by the Committee Chair.

Meeting Materials

Associated meeting materials will be made publicly available, including translation to Spanish where feasible.

Formal Recommendations of the Committee

Formal Committee recommendations shall be made in the form of a motion that is voted on by all attending Committee Members. Voting shall not begin before members of the public have been provided an opportunity to comment on the matter.

The Committee shall aim for a consensus in all major decisions; however, the Chair shall call for a two-thirds vote of the majority when consensus cannot be reached. The vote of each Committee Member shall be weighted equally. The meeting minutes shall reflect how each Committee Member voted.

The Committee shall make every effort to vote on recommendations only during public meetings. However, in the case of an emergency decision, discussion and voting may occur via e-mail. All such decisions shall be reported and revisited at the next regular Committee meeting.

Special Committees

The Committee may form special committees to support specialized review and completion of tasks. Formation and disbandment of these committees shall be achieved by two-thirds vote of

the committee. Special committees shall report back to the Committee at every regularly scheduled meeting of the Committee until it is disbanded.

Meeting Conduct

Committee Members:

To the extent possible, Committee meetings shall comply with Rosenberg's Rules of Order (Revised 2011; see Appendix C). Additionally, Committee Members shall review and abide by the Community Agreements contained in Appendix D, which were accepted by a consensus-based vote of the Committee.

Members of the Public

Members of the public may attend any and all meetings of the Committee. Members of the public must review and abide by the Community Agreements contained in Appendix D. Members of the public who do not abide by these Agreements may be removed from the meeting and/or prohibited from future attendance or comment, as determined by a two-thirds vote of the Committee. These conduct requirements apply equally to those attending in-person or virtually.

Meetings in which Committee Members or members of the public do not abide by the Community Agreements may be canceled as necessary, to be determined by a majority vote of the Committee.

Public Input

The Committee shall ensure members of the public are given sufficient opportunity to provide feedback regarding agenda items and non-agenda items of the Committee. Public comment may be made live during the meeting via Zoom (via the Raise Hand function), in-person, or submitted via e-mail to TCC@ci.richmond.ca.us. Members of the public must abide by the Committee's Community Agreements while commenting.

Non-Agenda Items

At the beginning of each meeting, members of the public will be given an opportunity to provide comments on items not on the agenda. Substantive items brought up during this period that the Committee would like to discuss or act on should be agenda items for a future meeting, to ensure all members of the public are given appropriate opportunity to engage in the topic. Public comments on non-agenda items shall not exceed one minute, although the Committee reserves the right to reduce or increase the length of the comment period by majority vote as necessary.

Agenda Items

Members of the public will be given an opportunity to provide comments on agenda items during the Committee discussion of the respective item. Public comments on agenda items shall not exceed two minutes, although the Committee reserves the right to reduce or increase the length of the comment period by majority vote as necessary.

Accessibility

Richmond Rising does not discriminate against individuals with disabilities. Requests for accommodations, auxiliary aids, or services necessary to participate in a program, service, or activity, including printed information in alternate formats, are available by contacting the Transformative Climate Communities team from the City of Richmond at tcc@ci.richmond.ca.us. Requests should be submitted as far in advance as possible, but no later than two business days before the scheduled meeting.

Meeting Location

Regularly scheduled Committee meetings shall be hybrid.

The physical location of Committee meetings shall be the Nevin Community Center (598 Nevin Avenue, Richmond, CA 94801), unless otherwise noticed. The virtual component of these meetings will be hosted on Zoom, and the Zoom link will be included in published agendas.

Committee members are required to attend in person.

Language Access

Spanish interpretation services will be provided for all in-person and virtual attendees. All agendas, meeting minutes, and meeting recordings shall be made available in English and Spanish. Supporting meeting materials will also be translated as possible.

Childcare

Childcare will be provided at in-person meetings for Committee Members and members of the public attending the meeting.

Adoption and Certification of Bylaws

These bylaws were reviewed and revised by a five-Member special committee that was appointed at the first Committee meeting by a two-thirds Committee vote. Following this review, these bylaws were reviewed and unanimously adopted by the Committee on May 1st, 2024.

Amendments to Bylaws

These Bylaws shall be reviewed annually or as necessary. The Committee may amend these bylaws at any regular Committee meeting by a consensus vote, provided proposed amendments are published publicly and circulated in writing to all Committee Members at least five (5) days prior to Committee meeting.

Appendices

Appendix A

[Insert Richmond Rising Project Area Map]

Appendix B

[Insert MOU]

Appendix C

[Insert Rosenberg 's Rules of Order]

Appendix D

[Insert Community Agreements]