

## South Central Fresno Community Steering Committee Consensus/Voting Guide and Expectations

Under the South Central Fresno Community Steering Committee Charter, the Committee is to use a “deliberation and consensus” process to provide the Committee’s advice to the San Joaquin Valley Air District towards the District’s development of the Air Quality Monitoring Plan and the Community Emission Reduction Program for South Central Fresno. In January 2019, the Committee approved a voting process to capture the majority position of the Committee, to be employed in the event consensus cannot be reached, and inserted the voting process into their Charter. As outlined in the Brown Act and other established public meeting procedures, certain requirements must be met to ensure an open and transparent process, and inclusive participation by interested Committee members and public:

1. The Committee must make an inclusive and sincere attempt to find consensus on issues prior to taking a vote on the issue. Such an effort at establishing consensus includes:
  - a. Following the Committee Participation Agreement, which requires Committee members, “To work towards consensus while recognizing that not everyone will agree on every issue and to resolve conflicts in a positive, swift and constructive manner”.
  - b. Allowing all Committee members who wish to speak on the issue to do so.
  - c. After all Committee discussion has taken place, opening the meeting to public comment and allow all members of the public who wish to speak on the topic to do so (the facilitator may limit the amount of time allowed for each commenter, and may limit comments to non-repetitive comments, as necessary to allow the meeting to progress reasonably).
  - d. Allowing additional Committee discussion on any issues of interest brought up by the public.
  
2. After completing the above consensus process regarding any particular decision, if consensus has not been reached, any Committee member may request the Facilitator to hold a vote on the decision. The facilitator will:
  - a. Ensure that the above consensus process was followed.

- b. Capture in sufficient detail the specific motion or issue that will be voted on, including specific wording and documentation as necessary.
  - c. Hold a vote by show of hands, allowing only one vote per member.
  - d. Record the vote, and indicate whether the motion passed (by vote of at least 50%+1 of all Committee members, excluding ex-officio members) or failed.
  - e. Report the official outcome of the vote, as well as any opposing or minority perspective expressed during the discussion, to the District and the Committee in a written summary of the meeting.
3. The Committee may only vote on items that are posted as a part of the agenda for the meeting at which the vote takes place, so that members of the Committee and the public that are interested in the item are aware of the potential action in advance and may take part in the process.

In the interests of providing sufficient notice of items on the agenda, the District intends to post agendas and associated materials 7 days in advance of each meeting. Committee members wishing to produce and distribute associated materials to be shared with other members of the Committee must share them with all members of the Committee, at least 7 days in advance of the meeting, by forwarding them to the District for timely distribution. In the interests of providing open and public deliberation, Committee members must be careful to avoid meeting or corresponding in ways that result in a majority of committee members discussing Committee meeting agenda items, whether in simultaneous (one-to-many) or string (one-to-one) communications.