

# Climate Change, Energy and Environment Commission (C2E2) Energy Committee Charter

September 1, 2021

**Introduction:** The Arlington County [Climate Change, Energy and Environment Commission](#) (C2E2)<sup>1</sup> Energy Committee (EC) serves two primary functions. The first, as an advisory committee to the C2E2. C2E2 considers the EC's recommendations in providing recommendations to the County Board of Arlington County (Board), Virginia on matters pertaining to energy, energy-related greenhouse gas emissions, energy equity, and energy resilience. Second, the EC provides recommendations directly to the Arlington [County Manager's Office](#) (CMO) and relevant subordinate agencies within the county government, including the [Department of Environmental Services](#) (DES), the Office of Sustainability & Environmental Management (OSEM), and the [Arlington Initiative to Rethink Energy](#) (AIRE).

**Mission:** The C2E2 EC's primary responsibilities are to engage with C2E2, county government staff, the broader Arlington community, and other relevant stakeholder individuals and organizations, so as to ensure Arlington County: 1) optimally implements its [Community Energy Plan](#) (CEP); 2) updates the CEP every five years to reflect energy sector changes and the community's commitment to climate action, energy equity, resilience, and economic competitiveness.

**Governing Documents:** Board-adopted policy documents that pertain to the EC's mission include the CEP and any policy documents relevant to the implementation of the Plan, to include, but not limited to:

- [Environmental Assessment](#) process for public facilities
- [Arlington County Equity Resolution](#) and related ordinances and plans
- [Green Building Incentive Policy](#) and related ordinances and plans
- [Sustainable Public Facilities Policy](#)

**Functions and Scope:** The Committee shall study and make recommendations to C2E2 and the CMO on:

- Climate change action, including measures to advance energy efficiency, renewable energy, electrification of buildings and transportation, energy equity, energy security, and the rapid reduction of greenhouse gas emissions from County facilities and the community as a whole.
- Threats or vulnerabilities that affect the community's energy resilience.
- County projects and policies impacting or addressing climate change or energy, reducing Clean Air Act regulated emissions, and implementing CEP goals.

- The equity and inclusiveness of the County's climate and energy policies, programs, and initiatives - including the community engagement efforts involved in developing and implementing these activities.

To accomplish these objectives, the Committee shall:

1. Monitor regional bodies dealing with climate change, energy and environmental issues.
2. Review the County's annual budget and biennial Capital Improvement Program (CIP), and make recommendations prior to Board adoption.
3. Review climate change- and energy-relevant components of proposed County projects, as appropriate.
4. Identify climate change and energy issues affecting the County and its citizens.
5. Review County planning activities to provide climate change and energy-related input, as appropriate.
6. Review metrics and benchmarking data to monitor progress toward achieving CEP goals.
7. Liaise with County staff, to include DES, OSEM, and AIRE, as well as other relevant departments, and with EC counterparts with parallel portfolios within the Arlington Public School (APS) system.

**Membership:** The EC shall comprise no more than 20 members. EC membership and vacancies shall be publicly announced on the County website with instructions for how to apply for membership. The EC shall strive to build and maintain a membership from diverse backgrounds, with regards to both demographics and areas of expertise; to include issues such as: climate change mitigation, energy efficiency, environmental justice, energy resilience, energy storage, green buildings, renewable energy, community activism, and sustainable transportation.

*EC Member Roster:* The EC Chair will maintain a roster of members that includes each member's: name, home or work (whichever is in Arlington) address, contact email and phone number, date of appointment, term expiration date.

*Applications and appointments:* Applicants for membership must submit a resume or "c.v." and a written personal statement of no more than two pages to the EC Chair and Vice-Chair. The statement shall explain why the applicant would like to join the EC, as well as what value they believe they can bring. Applicants must either be a resident of Arlington County, or work for a business or organization that resides in Arlington.

After an interview with the applicant, the EC Chair and Vice-Chair shall forward the applicant's materials to the C2E2 and hold a vote on the applicant's appointment. C2E2 will appoint members for two-year terms, after which they may be reappointed to subsequent terms. There shall be no limit on the number of terms that a member may serve. All members serve at the pleasure of C2E2.

A member who fails to attend three (3) EC meetings in a single year may be asked to resign their remaining term on the EC. The Chair, after consultation with the EC Vice-Chair and C2E2 Chair, shall notify the member if such an action is warranted.

**Chair and Vice Chair:** The Chair of C2E2 shall appoint the EC Chair and Vice-Chair for one-year terms, with a maximum of three sequential terms. The Chair must be an active C2E2 member. With the exception of the Chair, EC members are not required to be members of C2E2.

**Membership Director:** The EC Chair shall appoint a Membership Director for a one-year term, with a maximum of three sequential terms. The Membership Director shall assist the EC Chair and Vice-Chair in recruiting prospective EC members from diverse backgrounds as described above.

**Staff Liaison:** A county staff liaison will be designated to the EC.

**Meetings:** The EC will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. Meetings are generally held once per month in a publicly accessible manner. The EC shall try to schedule meetings in an inclusive manner that enables EC members of diverse backgrounds to participate. All meetings will comply with [Virginia Open Meetings requirements](#) and the [Freedom of Information Act](#). Agendas and meeting minutes will be made available to the public in a timely manner. The [Advisory Group Handbook](#) provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Members who have been appointed by the County Board to the C2E2 may have different obligations under the Virginia Open Meetings requirement than members who have not been appointed to the C2E2.

**Update of this Charter:** From time to time, the EC shall review this charter to ensure that it meets current needs. Any requests for changes must be approved by C2E2 and the C2E2 Board Liaison.

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<sup>1</sup> Formerly titled the “Environment and Energy Conservation Commission” (E2C2). The new title was adopted by the Board in December 2020.