

# California Air Resources Board Assembly Bill 32 Environmental Justice Advisory Committee Membership Guide

## Overview

This Membership Guide (Guide) provides a guide for the California Air Resources Board's (CARB or Board) Assembly Bill (AB) 32 Environmental Justice Advisory Committee (EJAC) members, including membership expectations, roles, and estimated time commitments. Through the EJAC onboarding process, EJAC members will sign this guide to confirm their understanding and agreement.

## EJAC Mission Statement

The mission of the EJAC is to advise the Board on environmental justice considerations, prioritizing racial equity, related to implementation of AB 32, via input to CARB on the Scoping Plan Updates and any other pertinent matter related to the implementation of AB 32. EJAC will engage with community members to ensure that communities impacted by the climate crisis are engaged in CARB's climate programs.

AB 32 requires CARB to convene an EJAC to advise the Board in development of the Scoping Plan and any other pertinent matters in implementing the Global Warming Solutions Act under Division 25.5 (AB 32).

CARB intends to convene EJAC to support ongoing advice from environmental justice representatives as the agency endeavors to meet its required greenhouse gas emission goals, and to incorporate to the extent possible the environmental justice priorities identified by the EJAC.

## I. EJAC Charter

The *EJAC Charter* establishes the committee's purpose, scope, roles, and operating procedures. Each EJAC member is responsible for maintaining familiarity with the Charter and understanding how it defines the Committee's advisory role, expectations for participation, and relationship to CARB and the Board.

## II. EJAC Member Responsibilities

EJAC member responsibilities are broken down into a few key topics including, but not limited to:

- Adhering to general member expectations.
- Fulfilling onboarding requirements, such as signing the Guide and all associated documentation.
- Adhering to travel requirements stipulated by the California Department of Human Resources (CalHR).
- Completing all required trainings to ensure accountability through the ongoing EJAC process.
- Preparing for EJAC public and joint Board meetings.

## **A. EJAC Member Expectations**

EJAC members are expected to:

1. Read through the EJAC Charter and adhere to its requirements, including but not limited to, ensuring focus of topics within EJAC's statutory scope of AB 32-related programs.
2. Adhere to the *Bagley-Keen Open Meeting Act (Bagley-Keene)* and *California Government Code section 87104*.
3. Complete all onboarding requirements, including necessary paperwork and mandatory trainings within the specified timeframes.
4. Actively participate and engage in public and joint Board meetings to ensure productive dialogue.
5. Maintain consistent meeting attendance to ensure accountability across membership and ongoing support for Co-Chairs.
6. Make a diligent attempt to attend six out of the eight EJAC public meetings and attend the one joint EJAC/CARB meeting, ensuring at least 50% attendance of the meeting duration. Come prepared for EJAC public and joint meetings by reviewing relevant materials provided by CARB and/or Co-Chairs in advance.
7. Visibly appear on camera during all EJAC public meetings, consistent with Bagley-Keene requirements. If this is impracticable due to internet connectivity issues, members must verbally announce the technical reason to CARB for turning off their camera as part of the public record, such as during roll call or when joining the meeting.<sup>1</sup>
8. Be responsive to CARB staff and timely in informing staff of matters that may impact the public process (e.g., missing a public meeting, designating an Alternate to fill in, guest speaker attendance, etc.).

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<sup>1</sup> ([Gov. Code, § 11123.2, subd. \(k\).](#))

9. Consider community accessibility by providing plain language information whenever possible.
10. Collaborate with fellow EJAC members within the bounds of Bagley-Keene requirements, sharing the Committee's workload as a team.

## **B. New Member Onboarding**

CARB's process to onboard new EJAC members requires setting aside a few hours to review presentations, reference documents, and technical materials that CARB will share in advance. New members will read through the EJAC Charter, Bagley-Keene requirements and guidance, Government Code 87104 Fact Sheets and requirements, and active AB 32-related programs and regulatory proposals.

Training will be a part of the onboarding process. This could include Ethics, Travel Guidance, Bagley-Keene, Conflict Management, Workplace Violence, and Government Code 87104.

Members are also required to familiarize themselves with *CARB's Civil Rights Policy* as it explains rights, responsibilities, and how to report concerns. This will support in fostering a respectful and inclusive environment.

*Estimated Time Commitment:* The estimated time commitment for onboarding tasks is approximately four to five hours over the span of one to two months, subject to change based on the composition of the committee and familiarity with CARB and CARB programs.

## **C. EJAC Member Alternates**

EJAC members are entitled to nominate an Alternate. Alternates will be appointed by the Board in the same manner as EJAC members. CARB encourages EJAC Alternate nomination early in the process for Board approval to ensure consistent meeting attendance.

For more information on EJAC Alternates, please see the *Charter*, section 9.i. Alternates.

## **D. Public Meeting Attendance**

Public meetings are a main component of committee service and provide a public forum for dialogue, discussion, and community input. On weeks where meetings are held, the workload and pace of engagement may increase. Public meetings require focused attention and active participation. EJAC members will work with CARB and Co-Chairs to prepare, in coordination with other members.

EJAC public meeting timing may vary based on Board priorities, such as whether there is an occurrence of a Scoping Plan process. EJAC Public Meetings are currently estimated to last a minimum of four hours and occur eight times per year, in addition to one joint meeting.

*Time Commitment:* The estimated time commitment for public meeting attendance is 32 hours (minimum) annually.

### **E. Compensation**

Members will receive a per diem of \$500 for attending at least half the duration of each EJAC public meeting and joint Board meeting, as well as for meetings related to AB 32-related matters, when members are invited to participate by CARB Board members, as provided in statute.<sup>2</sup> Co-Chairs will receive \$100 for attending at least half the duration of Co-Chair meetings with CARB.

Members will complete required paperwork to be entered into the State of California system in order to receive compensation.

### **F. Scoping Plan Engagement**

During an active Scoping Plan cycle, EJAC members play a key role in supporting the development of CARB's Scoping Plan by providing EJ focused input and recommendations.

This engagement includes:

- Participating in Scoping Plan focused meetings and subgroups.
- Reviewing and discussing draft concepts.
- Engaging and conducting meaningful dialogue with CARB program staff.

Members contribute perspectives informed by lived experience, community knowledge, and EJ priorities. The level of effort involves sustained engagement over time and ongoing coordination with CARB staff to ensure EJAC feedback is incorporated throughout the Scoping Plan development process.

*Time Commitment:* Scoping Plan-focused meetings and preparation vary during an open Scoping Plan cycle, but generally average two to three hours per meeting.

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<sup>2</sup> [California Code, HSC 39603.1.](#)

### III. EJAC Co-Chairs

#### A. Responsibilities

The role of a Co-Chair extends beyond the responsibilities of a general EJAC member. Co-Chairs act as EJAC leads, representing the interest of the Committee.

To ensure streamlined coordination for upcoming public and joint Board meetings, Co-Chairs will meet with CARB staff once a month as needed. During these meetings, Co-Chairs help finalize agenda topics and flow and confirm their guest speaker recommendations.

On the day of an EJAC public meeting, Co-Chairs serve in a facilitative leadership role, working closely with CARB as the meeting convenor and the third-party meeting facilitator to bolster meaningful dialogue. During the meeting, Co-Chairs review meeting agreements, provide an overview of the public agenda, and discuss next steps.

Leading up to an annual joint Board meeting, Co-Chairs work with CARB to create an agenda, consolidate input from EJAC members, reviewing and revising draft program/policy recommendations in collaboration with CARB staff. In the joint Board meeting, Co-Chairs provide an overview of priority EJAC items and status, collective perspectives on CARB AB-32 related programs, and walking through their developed recommendations.

EJAC Co-Chairs may lead subgroup discussions with a sub quorum<sup>3</sup> of Committee members.

For additional information on Co-Chair role, please see the *Charter*, section 10.c. Leadership or Co-Leads.

#### *Time Commitment:*

Meetings with CARB staff will require an estimated one hour per month, depending on frequency of meetings. Additional preparation including outreach, coordination, and review of guest speaker materials may be needed to ensure a smoother process.

As joint Board meetings approach, consolidating EJAC input and refining recommendations may vary in time expended based on the focus of the recommendation and Committee coordination.

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<sup>3</sup> "Quorum" means half of the entire EJAC members, plus one. Sub quorum would mean a number of EJAC members less than quorum.

## B. Selection Process

CARB will reach out to the Committee to initiate the process of identifying volunteers to serve as Co-Chairs. 2-3 Co-Chairs will be identified. Co-Chairs may rotate based on EJAC needs, changes in member capacity, and member interest to ensure balance across the 36-month term limit.

## IV. EJAC Member Estimated Time Commitment Overview

Responsibilities have been broken down by topic to allow for a clear understanding of the estimated time commitment involved for EJAC members.

<b>Activity</b>	<b>Estimated Occurrences</b>	<b>Estimated Total Time Commitment (Per Year)</b>
Onboarding	One-time occurrence, with additional refreshers at CARB's discretion	4-5 hours
Public Meeting Attendance	Minimum of 8 times per year x 4 hours	32 hours (minimum)
Charter Review	One-time occurrence	2-4 hours
*Co-Chair Meetings with CARB Staff	Minimum of 8 times per year x 1 hour	8 hours (minimum)
<b>Estimated Total for General Members</b>		<b>38-41 hours</b>
<b>*Estimated Total for Co-Chairs</b>		<b>46-49 hours</b>