

*Text in **Bold** indicates recommendations made by the Charter Working Group.*

*Text **highlighted in yellow** indicates items that are still to be determined by either the Charter Working Group or the Conveners.*

## **Berkeley Global Campus Working Group Proposed Charter**

### **Mission and Vision**

UC Berkeley and Lawrence Berkeley National Laboratory share the City of Richmond's vision of the Berkeley Global Campus as an economic engine for long-term economic revitalization, job creation and business development for the City and the region.

Two of the goals of the Long Range Development Plan for the Berkeley Global Campus are to create a premiere research campus as a base for building partnerships on a physically attractive and open site supporting and complementing the teaching, research and public service programs of UC Berkeley and LBNL, and, to catalyze new discoveries, by facilitating inspiration along the full spectrum of the scientific research and development enterprise and fostering connectivity with the surrounding community.

### **Purpose and Community Benefits**

In April 2014, the Chancellor of UC Berkeley (UCB) and the Director of Lawrence Berkeley National Lab (LBNL) issued a Joint Statement of Commitment delineating their institutional commitments to the Richmond community in four areas education, local hire, procurement & workforce training. The Joint Statement provides for the creation of a Working Group - to be co-convened and staffed by UCB and LBNL. The Joint Statement states that the purpose of the Working Group is:

*"... to develop recommendations and proposals for implementation plans with benchmarks, and when appropriate, recommendations for legally binding memoranda of understanding."*

**The Charter Committee proposes that the purpose of the Working Group is:**

**To develop recommendations and proposals that will lead to binding, legally enforceable commitments to the Richmond community regarding benefits from the BGC in education, local employment, procurement, workforce training, and affordable housing/preservation/development.**

### **1. Composition and Roles of the Working Group**

The Joint Statement provides that members of the Working Group (WG) will be representative of the Richmond community and organizations actively engaged in four areas defined as priorities by the Richmond community: Education, Local Employment, Procurement and Workforce Training. WG members must work or volunteer in Richmond in at least one of the four issue areas identified above. The Working Group shall have representatives from the City of Richmond, nonprofit, faith based business, labor, business, neighborhood, school district, Contra Costa College, youth, philanthropy, and staff from education programs at LBNL and UCB.

The Working Group's term is two years starting October 2014 ending September 31, 2016.

## **Responsibilities of WG members**

- Serve for two year terms.
- Be available for regular meetings, monthly or as necessary, for the length of their two-year terms.
- Honor the principles and comply with WG rules as spelled out in this Charter.
- Seek to nurture shared understanding and effective collaboration with other WG members.
- Share the WG's proposals with their respective constituencies and ensure any advice given is accounted for in the WG's recommendations.
- Build on existing assets and prioritize the needs of the Richmond community in RBC projects and initiatives that are proposed and developed.
- Make recommendations to Richmond-based public, community, and civic institutions to encourage adoption of enabling policies and/or investments.

## **2. Composition and Roles of Co-Chairs**

The Working Group will be staffed and co-chaired by one representative of UCB and one representative of LBNL (hereinafter "the Conveners").

**In addition, the WG Charter Committee proposes that a "Community Co-Chair" be selected whose role would be to facilitate the communication of all partners at the meetings. The Community Co-Chair would work with the conveners to ensure WG process is constructive and effective. The Community Co-Chair would be accountable to the Working Group as a whole.**

**The process of nomination of the "Community Co-Chair," whether the "Community Co-Chair" would have a vote, need to be determined. Selection of the "Community Co-Chair" would be determined by UCB & LBNL.**

The roles of the Conveners are to:

- Prepare for regular WG meetings through the development of agendas and relevant supporting materials, and manage meeting and process logistics that support WG participation and decision-making
- Facilitate and organize technical assistance for meetings, as needed
- Advise & provide guidance, background, and context to the WG
- Facilitate the timely, constructive, and effective engagement of UCB and LBNL administrators and program leaders as needed to ensure the success of the WG.
- Ensure that protocols and expectations around participation are appropriately followed.
- Serve as timekeepers, ensuring that agenda items are covered
- Ensure equal participation of all WG members

## **3. Communication**

**WG meetings will be open to all and will be facilitated by the Co-Chairs. The Code of Conduct will ensure that all members who wish to have an opportunity to speak are afforded a chance to do so and speakers are not interrupted.**

Accessible and transparent communication is critical for the success of the Working Group. The Conveners are responsible for record keeping and for setting up a communication system that meets the needs of the WG. **The specific methods of communication will be further defined by the Conveners in consultation with the WG.**

#### **4. Meeting Attendance, Use of Alternates and Replacement of Working Group members**

WG members must attend all regularly scheduled meetings. A member who cannot attend must notify the Conveners in advance. If a member misses more than two regularly scheduled meetings in a calendar year, without being represented by an alternate, their seat will be deemed vacant, a replacement WG member will be selected from that constituency with the Chancellor and the Lab Director making the selection.

A WG member may name one individual to serve as an alternate to attend occasional meetings in the event that the WG member is unable to attend a meeting. The proposed alternate's name must be submitted in advance and in writing to the Conveners and must be approved by the Conveners. It is the responsibility of the WG member to ensure that the alternate is fully up to date and able to represent their constituency at the WG meetings.

In the event that an appointed WG member cannot complete his/her term, then the entity that that individual represents will be asked to recommend to UCB/LBNL one candidate to replace the member. The WG will be asked to submit two additional candidates from that constituency. In order to be considered, each candidate must submit an application to signify interest in serving. The Chancellor and the Lab Director will make the selection.

#### **5. Voting, Decision Making and Conflict Resolution**

The WG is advisory to UCB and LBNL. The WG will work toward consensus recommendations and proposals whenever possible. If consensus is not possible, majority vote will prevail. Where consensus cannot be reached, minority opinions will be transmitted to decision makers in writing. WG recommendations and proposals will be directed to the appropriate leadership body at UCB and LBNL for final decision.

The voting mechanism shall be a quorum of at least two thirds of currently seated members, *and in no case fewer than eleven*. Alternates have voting privileges. Co-Chairs do not have voting privileges. **(Note: Community Co-Chair voting is to be determined.)**

For content conflicts, for example, in the case where the majority of the WG is in favor of making a recommendation to UCB/LBNL, dissenting members may submit a minority position recommendation to UCB/LBNL (see above).

For process conflicts, the WG may hire a consultant who is skilled in consensus-building and group facilitation to work with the full WG or adhoc committees to provide process facilitation technical assistance.

**Implementation of handling process conflicts and hiring consultants is to be determined.**

## **6. Code of Conduct & Conflict of Interest**

UCB, LBNL & Working Group Members agree to honor transparency, maintain a respectful stance towards all participants and to the public, and listen to other points of view with the goal of understanding others' perspectives.

**The Charter Committee also proposes that a Code of Ethics and Conflict of Interest Statements be developed. To this end, we are proposing that UCB/LBNL provide a draft of these documents to the Charter committee to review and then make recommendations to the whole WG.**

## **7. Ad Hoc Committees**

Adhoc committees will be established by the WG as needed. Their role is: to review best practices, enlist advice/expertise, and develop options/recommendations for the full working group to consider.

WG members are encouraged to develop, participate, and enlist resources in ad hoc committees to develop and refine WG recommendations.

## **8. Working Group Timelines**

Updated and realistic timelines for the WG, subgroups, and the overall GBC development are critical for the success of the WG and will be maintained by the Conveners with input from the Working Group.