



## SMUD Business Advisory Council (BAC) Charter

*"We've got SMUD's BAC"*

Effective January 1, 2017

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**Purpose Statement:** The SMUD Business Advisory Council exists to advise and advocate for SMUD's strategic directives including contracting inclusiveness, small business engagement and regional economic vitality.

**Mission Statement:** The mission of the SMUD Business Advisory Council (BAC) is to champion a positive and economically strong relationship between SMUD and local small business, commercial and industrial customers in order to foster supplier diversity, as well as a strong regional economy and quality of life.

### Objectives of the SMUD Business Advisory Council

1. Educate local businesses on SMUD's contracting process.
2. Enhance awareness of and participation in SMUD contracting opportunities for local businesses.
3. Advise SMUD about its regional priorities and initiatives.
4. Promote local business issues and encourage SMUD's ongoing leadership in business and community engagement.

### Role of SMUD Business Advisory Council Members

BAC members help ensure the success of SMUD's programs, services, and outreach efforts and fulfill the objectives of the BAC by:

1. Actively participating in BAC, and offering timely feedback on SMUD initiatives.
2. Encouraging participation in SMUD's Supplier Education and Economic Development (SEED) program.
3. Identifying barriers in, and recommending improvements to, participation in SMUD's contracting and business opportunities.
4. Fulfilling the duties and expectations outlined in the annual BAC Member Agreement.

### Membership

The BAC shall consist of leadership representatives from business-based civic and trade organizations, and public agencies. BAC leadership, in consultation with SMUD, determines membership in the BAC.

### Structure of BAC and Meetings

- **Leadership:** The BAC shall annually appoint positions of Chair and Vice Chair. Terms are a minimum of one year, maximum of two consecutive years, and run from January through December each year. Job descriptions for each position are outlined in the annual Member Agreement.
- **Agenda:** SMUD staff in consultation with BAC leadership will prepare each meeting agenda, and each meeting will include a SEED program update.
- **Meetings:** The Chair (or in their absence, the Vice Chair) will facilitate meetings.

- **Voting:** Each member organization of the SMUD BAC shall have one vote. On matters that call for a recommendation of the BAC, the numbers of organizations present and number of votes cast in support of a given recommendation shall be recorded. SMUD is the convener of the BAC and as such is not a voting member.
- **Meeting Record:** The agenda, attendance, a record of votes, and a summary of discussion topics shall constitute a complete meeting record, and shall be prepared by SMUD staff and with input from BAC leadership, as needed.

### **Conduct**

During BAC meetings, all BAC members shall observe SMUD policies concerning sexual harassment, workplace violence, drug free workplace, incompatible activities and conflicts of interest, and zero-tolerance of discrimination. Upon joining the BAC, members will be provided copies of all these and any other relevant SMUD policies.

Additionally:

- Without prior approval, no BAC member shall speak on behalf of the BAC.
- No BAC member shall represent SMUD.
- No BAC member shall use their membership or participation for personal gain and/or influence, including as a means to obtain preliminary access to, or obtain privileges to, contracting opportunities, contract administration, or access to government-elected officials.