

Berkeley Climate Coalition Governance Structure

Membership in the Berkeley Climate Coalition shall be open to the general public.

I. Roles and Responsibilities

A. Steering Committee

1. Overall responsibilities: attend quarterly Steering Committee meetings, Coalition meetings four times a year, and participate on a Coalition Working Group.
2. Plan and convene Coalition meetings. Develop agendas and select two facilitators for each meeting.
3. Arrange for speakers at Coalition meetings.
4. Conduct outreach and extend invitations to Coalition meetings and events, particularly leading up to the Coalition launch.
5. Engage membership/constituency in Coalition activities.
6. Help secure media attention and funding when possible.
7. As needed, develop and propose mid- and long-term plans for the Coalition's consideration, and review plans and progress annually.
8. As the Coalition Convener, the Ecology will provide facilitation of Steering Committee meetings and administrative support.

B. Coalition meeting facilitators

1. Develop Coalition meeting agendas in accordance with the recommendations of the Steering Committee.
2. Finalize agendas and distribute electronically to Steering Committee at least one day prior to Coalition meetings.

C. Coalition members

1. Each Coalition member may determine his/her own degree of involvement.

D. Working Groups

1. The Coalition shall be organized into at least four Working Groups, each responsible for advancing a minimum of one action from the Climate Action Plan each year.
2. Working Groups can decide the frequency of their meetings, but must meet a minimum of once quarterly.
3. Participation in Working Groups shall be open to all members of the Coalition.
4. Working Groups will be led by at least one Chairperson, elected by Group members. S/he must commit to serve for at least one year as Chairperson. Further roles and responsibilities are outlined in section IV, F.
5. Working Group Chairpersons or others designated to speak for the Coalition Working Group must seek consent of the Coalition

Steering Committee prior to publishing papers and press releases, meeting with or speaking publicly to government representatives, such as City Council, and finalizing Working Groups promotional materials, such as brochures and posters. Working Groups should send content to the Steering Committee via the BCAC Coordinator, and should allow at least one week for a response. Issues too complex to be decided over email will be discussed at the next scheduled Steering Committee meeting.

6. Working Group Chairpersons or other designated members must inform the BCAC Coordinator as early as possible, and at least one week in advance, about all public events the Working Group organizes.
7. Any Working Group member wishing to discuss a significant item at an upcoming meeting must contact the Group Chairperson at least two days prior to the meeting to request the item be added to the agenda.

II. Criteria for Participation

A. Steering Committee

1. Must represent a public organization such as a non-profit organization, congregation, neighborhood association, or governmental body.
2. Must be able to fulfill the commitments outlined above. When scheduling conflicts occur, Steering Committee members must identify a substitute to represent their organization.

B. Coalition

1. The Coalition shall be open to the general public. To be a voting member, an individual/organization must:
 - a) Fill out and submit a membership form to the Ecology Center.
 - b) Agree to the Coalition's mission and goals.
 - c) Have attended at least two of the three previous Coalition meetings.
2. No residency restrictions apply.

III. Coalition Meeting Structure and Decision Making Process

(Applicable only to full Coalition meetings)

A. General guidelines

1. All meetings of the Berkeley Climate Coalition shall be open to the public.
2. There is not a specific quorum required in order to meet. Meetings must be announced to the membership at least 10 days

in advance via the membership email listserv.

3. Any voting member may make a motion on any item on the agenda.
 4. In order for a motion to be considered, it must be seconded by another voting member.
 5. The Coalition can consider only one motion at a time, however amendments and substitute motions may be considered on the pending motion. (An amendment makes a change to the motion under consideration; a substitute motion can be made on the same subject and take the place of the pending motion.)
 6. The Facilitator shall attempt to reach a consensus on all motions.
 7. If the Facilitator determines that a consensus cannot be reached on the motion, the motion may be continued to the next scheduled meeting or brought to a vote.
 8. When a motion is put to the members for a vote it must receive 2/3 of the vote to be adopted.
- B. The membership may take up any policy item for adoption it deems to be urgent that is not on the agenda. An urgent motion must receive consensus approval or $\frac{3}{4}$ vote to be considered, and must receive a $\frac{3}{4}$ vote to be adopted.
- C. Decisions about the administration of funds raised for Coalition operations and projects shall be the right and responsibility of the organization or entity that secured the funding. That organization or entity will also assume ultimate responsibilities for the Coalition's achievement of any deliverables assigned by the funder.

IV. Creation of new Working Groups

- A. Any member of the BCAC may propose that a new Working Group be proposed at any point during the year.
- B. All proposed new Working Groups must meet the following criteria:
 1. Working Groups' primary focus must be climate action in Berkeley.
 2. Working Groups must have a clear project proposal with measurable outcomes, preferably achievable within a one-year time frame.
 3. Project proposals must not duplicate or undermine the efforts of already existing Working Groups..
- C. In order to launch a new Working Group, a BCAC member must:
 1. First, announce intention to form the Working Group around a particular theme (e.g. water, energy, food) to the full Coalition either via the Coalition listserv or by making an announcement at a quarterly Coalition convening. The member should gather interest from at least five other BCAC members.
 2. Second, the member should schedule a first meeting among all

interested members and promptly: gather participants' name and contact information; select a project for the year that directly addresses the Working Group theme; draft a statement to be reviewed by the Steering Committee (described in #3, below).

3. Third, seek approval by the Steering Committee. The group must send a brief statement to the BCAC Coordinator (to be shared with the Steering Committee) including a description of the proposed project, a statement of need, a list of strategic partners, and an explanation of how this project relates to Coalition goals. The group should also send a list of at least five interested members. The BCAC Steering Committee may approve this proposal electronically within a two-week period after receiving the application. If there is any disagreement among Steering Committee members, the proposal will be discussed at the next in-person Steering Committee meeting.
4. Once approved, the member should again announce the new Working Group via the Coalition listserv and at the next full Coalition convening.
5. The newly formed Working Group should schedule another meeting within four weeks of the Steering Committee approval in order to: select a Chairperson and fill out a [Working Group work plan](#).

V. Working Group Governance

A. Organizing Principles

1. Climate action: The primary focus of Working Groups shall be advancing specific actions to implement the City of Berkeley's Climate Action Plan.
2. Accessibility: Meetings and events shall be open to the public, and be organized so as to enable active participation of the community.
3. Equal participation: Working Group discussion and decision making shall be organized to allow for participation by all members.
4. Collaboration: Working Groups shall strive to foster collaborations with organizations and entities in Berkeley and in neighboring cities in order to build momentum and increase the reach of their work.

B. Meetings

1. Working Groups shall meet no less than once every other month and announce their meetings to members no fewer than 7 days in

advance.

2. Working Groups shall share the date, time, and location of upcoming meetings with the BCAC Coordinator to ensure that meetings can be announced to the full Coalition.

C. Decision Making Processes

1. The following types of decisions shall be made by the full Working Group at a meeting attended by a quorum (no fewer than 4 members, or 50% of members, whichever is greater). They may also be made by a designated Subcommittee. Each Working Group should adapt this list to their particular project.
 - a) Project goals and outcomes: what the Group will work on and what members wish to achieve.
 - b) If, when, and how to reach out to media and elected officials, government staff, community groups, allies, and potential or current opposition.
 - c) Key messages intended to advance the Group's project or campaign.
 - d) Dates, times, and locations of events or actions the Working Group hosts.
 - e) The content of any written documents, video, or other materials that will be reproduced or made available to the public.
 - f) How funding is acquired and spent.
2. Working Groups shall meet in person to decide complex issues, such as selecting project goals and outcomes. Groups may make simple decisions electronically, but should make best efforts to reach out in person or by phone to members who do not have computer access.
3. Working Group members should vote on issues that can't be decided through discussion, following the voting protocol described in Section III, A.
4. If individual Working Group members must act quickly to advance simple actions on a particular initiative (e.g. designing an event flyer), they may seek the consent of the Group to act unilaterally. However, they should update the Group at meetings or by email on actions taken.

D. Selection of Chairpeople

1. Working Groups may choose to conduct elections in the spring of each year, following the voting protocol described in Section III, A. This includes Groups in which only one person is interested in serving as Chair, as well as Groups in which all members have

informally expressed satisfaction with the current leadership.

2. Groups may choose to have up to two Chairpeople¹ if the candidate receiving the majority of votes states that s/he would like a Co-Chair. The candidate placing second in the election will become Co-Chair.
3. Groups are encouraged to select Chairs that self-define as living or working in Berkeley.

E. Voting

1. Working Groups should follow the voting guidelines described in Section III, A above with one addition: a quorum must be present for any vote, consisting of no fewer than 4 members, or 50% of members, whichever is greater.
2. When voting on significant issues, such as the selection of Chairpeople, Working Group members not present at the election meeting must be given an opportunity to vote electronically. Members must have at least one week following the in-person meeting to cast their ballot.
3. To be considered a voting member, individuals must have attended at least two meetings in the past twelve months. Newly formed Working Groups are excepted from this requirement. All other Working Groups may choose to alter this voting requirement through a vote conducted by a quorum.

F. Recommended Roles and Responsibilities

The following list reflects the range of responsibilities involved with running a Working Group. All of these responsibilities belong to the Chairperson, who may delegate where appropriate. Alternatively, Working Group Groups may choose to divide up these roles into positions, such as: Chairperson; Administrative Coordinator; Membership Coordinator; and Fundraising and Accounting Coordinator.

1. Chairperson

- a) Develop Working Group meeting agendas. Send to Group members at least one day before each meeting. Solicit and incorporate feedback on content.
- b) Facilitate meetings or identify another member to facilitate.
- c) Guide any strategic planning processes the Group

¹ Groups with more than two Chairpeople at the time this document was written (February, 2014) may continue on in their configuration.

undertakes.

- d) Maintain regular communication with BCAC Coordinator: alert him/her of all scheduled Working Group meetings; update him/her on Working Group activities by phone or email on quarterly basis; submit a Working Group Work Plan to him/her each spring.

2. Administrative Coordinator

- a) Schedule all meetings and alert members at least one week in advance, unless circumstances require expedited scheduling.
- b) Record meeting minutes and send to all members by one week after each meeting.

3. Membership Coordinator

- a) Track Working Group membership. Ensure that all members' names and contact information are recorded in accessible, easily edited document. Add new members' information on an ongoing basis and remove names of members no longer involved. Keep separate log of all individuals involved in the Working Group, previously and currently.
- b) Track attendance at meetings and maintain log of past meetings.
- c) Reach out to individuals who have missed several consecutive meetings. Invite to subsequent meetings and ask what the Group could do to make their involvement easy and worthwhile.
- d) Lead efforts to recruit and retain new Working Group members. This may include planning outreach events, speaking at public engagements, and tabling, among other activities.
- e) Send periodic email, at least annually, to offer opportunities for individuals to be removed from the Working Group roster and email lists.

4. Fundraising and Accounting Coordinator

- a) Keep track of all funds belonging to the Working Group. Maintain easily accessible accounting log so that all Group members can be aware of expenses and income.
- b) Research and pursue grantmaking opportunities, possibly in coordination with a Subcommittee.

5. Working Group members not holding official positions may be asked to commit to the following:
 - a) Attend Working Group meetings at least once per quarter.
 - b) Whenever possible, attend other events organized by the Working Group.
 - c) Be involved in carrying out at least one project or action for the Working Group during the course of the year, such as planning an event, securing media attention, or meeting with elected officials.
 - d) Help publicize Working Group activities to personal and professional networks on social media, by word of mouth, and through other electronic communication, when appropriate.
 - e) Help recruit new members to the Working Group by inviting friends, colleagues, and other potentially interested community members to meetings and events.
 - f) Help create an inclusive Working Group culture by introducing oneself to new members at meetings.
 - g) Alert Chairperson and Membership Coordinator if no longer interested in participating in the Working Group.

G. Subcommittees

1. Working Groups may consider developing subcommittees, each responsible for specific elements of the group's project. Subcommittees can facilitate active engagement by all Working Group members. Subcommittees may be formed around areas such as: media and communications, policy and advocacy, community engagement, and logistics. Alternatively, they may reflect the particular tasks of a project.
2. Subcommittees are best formed in conjunction with or directly following the creation or updating of a work plan.
3. Working Groups may choose to have point people on each subcommittee who liaison with the Chairperson and update the full Working Group on their activities.