

Central Coast Climate Collaborative By-Laws
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1. **Mission**

4C is an organizing platform that bridges across sectors and scales to catalyze and advance equitable climate solutions across the Central Coast.

2. **ARCCA Principles**

We adhere to the Guiding Principles adopted by the Alliance of Regional Collaboratives for Climate Adaptation (ARCCA), a coalition of the Local Government Commission (LGC), which represents leading regional climate collaborative networks from across California that strive to build regional resilience to climate impacts.

3. **History**

The Central Coast Climate Collaborative (4C) was established in 2016 as regional climate collaboratives were launching across California. For the first time, leaders from local governments, communities, non-profit organizations, business, academia, and Tribes across the Central Coast came together to explore ways to address the complex maze of emerging carbon-reduction and adaptation issues. Over the years, 4C has become an established membership organization and valued regional forum, gathering a broadening set of climate practitioners to share ideas, support projects and initiatives, and form new partnerships.

4. **Membership**

4.1. Types of Memberships

Membership in the Collaborative shall be open to any legal entity representing a regional interest in climate mitigation and adaptation action that are located in or operate within the six county region of the Central Coast (See Appendices). All members in good standing are eligible to serve on the Steering Committee and Subcommittees, except where conflicts may apply (see Appendices). Members shall have an opportunity to provide input and recommendations into the Collaborative Strategic Vision and Implementation Plan. All members must submit an application, pay dues and agree to the Code of Conduct according to the schedule in Appendices. Membership benefits are listed in Appendices .

4.2. Dues

Membership dues are established by the Steering Committee. The dues are to be paid by members on an annual basis in order to be considered in good standing. Renewal letters will be sent out annually in Q1 (January-March).

4.2.1. Reciprocity Discount

The Collaborative participates in the membership reciprocity discount program. The Collaborative shall honor the 25% discount of any organization that is also a member of the networks or coalitions listed here.

4.3. Expectations & Code of Conduct

Members commit to the Collaborative's mission and will not act in a way that is inconsistent with the central goals of the Collaborative.

Members must commit to the Code of Conduct (See Appendices), adopted by the Steering Committee.

4.4. General Membership Meetings

General meetings of the membership will be held four times per year. Meetings will be open to all members and the public. Agendas will be circulated one week in advance. Meetings may rotate amongst geographic regions, as decided by the Steering Committee or be held online. Discussion items may be suggested by any member – the public may address the general membership during public comment. The emphasis of these meetings is informational. Meeting minutes and vote tallies will be made publicly available. A representative may designate a proxy with prior written notification.

5. Organizational Structure

The Collaborative is not about regional governance; instead, it works as a cooperative network to benefit its member organizations. For ease of formation and administration, and to maintain flexibility, the Collaborative is structured as an unincorporated membership association made up of entities representing regional interests that are involved in policy and decision-making related to climate change or influence how the region responds to climate change.

5.1. By-Laws

The Collaborative is governed by the By-Laws adopted by a simple majority of the Steering Committee, and certified by the Steering Committee Chair. The Certification of By-Laws is available in the Appendices. The By-Laws shall govern the scope and abilities of the Steering Committee, subcommittees and the roles and relationships with the fiscal and administrative sponsor and membership.

5.1.1. By-Law Amendments

The By-Laws may be amended by the Steering Committee. The Steering Committee must provide draft amendments to the general membership for public comment for a period of 30 days. The Steering Committee has the authority to accept, amend or reject public comments. A majority vote is required to approve at a regularly scheduled meeting or a special meeting. Amendments to the By-Laws are approved by a simple majority of the Steering Committee and ratification by a simple majority of members in good standing. The Chair shall certify By-Law Amendments.

5.2. Fiscal Sponsor

The Steering Committee has the authority to select its fiscal sponsor. The Collaborative is fiscally sponsored by the California Marine Sanctuary Foundation (CMSF). CMSF provides coordination and financial management in service of sustaining the Collaborative. Because the Collaborative is administered by the CMSF, the Collaborative must comply with the rules and regulations governing procurement, grants, contracting, lobbying, donations and work products established by CMSF.

5.3. Administrative Support

The Steering Committee has the authority to contract its administrative needs. The Collaborative's administration needs are supported by the State Coastal Conservancy (SCC). SCC provides support for meeting management, budgeting, member communications, website management, event logistics and community outreach.

6. Steering Committee

6.1. Composition

The Steering Committee shall be composed of members who are in good standing (dues paid). Compensation for service on the Steering Committee is not generally provided but incentives, stipends and/or compensation may be provided for eligible types of organizations or individuals to enable authentic participation from social justice and youth groups and representatives. The Steering Committee should strive to cultivate and maintain a diversity of members that represent various regions, industries, institutions and populations. The Committee shall be comprised at minimum of nine people with no more than one person representing the following categories:

- State Agency
- County government
- City government
- Regional agency or joint powers authority or special district
- Non-profit organization
- Business or business association
- Social justice organization
- Tribal representative
- Educational Institution
- Youth/Student
- Two at-large (open to any member)

6.2. Alternate Representatives

Steering Committee Members may designate alternate representatives to participate in meetings.

6.3. Term Limits

The term for Steering Committee membership shall be for two years, with no limits to the number of terms. Of the initial Steering Committee, less than half of the Committee seats shall be up for election after two years (A seats). After three years, the remaining seats shall be up for election (B seats). Thereafter, the A seats and B seats shall alternate years for election.

6.4. Nomination, Application and Selection

To be a Steering Committee Member, an entity shall be nominated by a fellow Member or themselves; and, confirmed by a majority vote of general members. Elections shall take place on an annual basis. Nominations shall be made by members at least 30 days prior to the vote. The election shall be set up in an electronic format by the administrative staff at least 14 days prior to the vote.

6.5. Quorum

A quorum for purposes of a Steering Committee Meeting shall be at least five (5) members. Unless otherwise stated, a majority vote of the Steering Committee members in attendance shall govern decisions and actions taken by the Steering Committee.

6.6. Roles & Expectations

Officers selected by simple majority vote of the Steering Committee to serve two year terms.

6.6.1. Chair

The Chair is the “voice” of the Collaborative, and unless decided otherwise by the Steering Committee, represents the Collaborative at meetings, hearings, panels, and other public events. The Chair of the Steering Committee shall set the agenda, convene and lead meetings of the Steering Committee. The Chair may also appoint the Vice Chair as a Chair Pro Tempore for purposes of convening meetings of the Steering Committee.

6.6.2. Vice Chair

The Vice-Chair shall serve in lieu of the Chair when the Chair is unable to perform her/his duties.

6.6.3. Secretary

The Secretary shall prepare and publicly post the agenda. The Secretary shall be responsible for calling role call, receiving public comment, taking draft meeting minutes and finalizing meeting minutes once approved by the Steering Committee.

6.6.4. Treasurer

The Treasurer shall work with the Administrative Support staff to prepare an annual budget, and present the budget and regular updates to the Steering Committee.

6.6.5. Membership Officer

The Membership Officer shall be responsible for recruitment and retention of members.

6.6.6. Subcommittee Liaison

Any Steering Committee member may serve as a Subcommittee liaison, regardless of their role. Subcommittee Liaisons provide guidance, input and feedback to Subcommittees as they form and function. In collaboration with Subcommittee Chairs, Subcommittee Liaisons provide regular updates to the Steering Committee and prepare recommendations to the Steering Committee.

6.7. Meetings

The Steering Committee shall meet monthly on a set schedule. Steering Committee Meetings shall be led by the Steering Committee Chair. The Chair shall set an agenda, with the assistance of Steering Committee members and the administrative staff. Agendas shall be distributed by the Chair or the Administrative staff at least two days prior to the meeting date. The administrative staff shall give an update on Collaborative activities and related business. Meeting minutes shall be taken by the Secretary and made available to the Collaborative members and the general public on the Collaborative website in a timely manner, after approval by the Steering Committee. Meetings shall be open to the entire membership and the general public. Distribution of the Committee meeting minutes is part of a clear and transparent process to keep members informed related to Collaborative’s decision-making, work program, funders, budget setting, and strategic planning processes.

6.8. Attendance

Committee members are expected to attend all Steering Committee meetings, missing no more than 2 meetings per calendar year. Absences must be notified to the Chair in advance of the meeting.

7. **Subcommittees**

7.1 **Role**

Ad-hoc or permanent subcommittees may be established by the Steering Committee to address specific topic areas and/or practices. There is no limit to the number of subcommittees, so long as they can be adequately resourced by elected officers and supported by the administrative staff. Topic areas may include, but are not limited to: energy, water, transportation, waste, equity, climate change, resilience, etc. Practices may include, but are not limited to: joint procurement, regional planning, coordinated outreach & education campaigns, rural/urban connections, etc. Subcommittees shall carry out any or all of the following functions in order to further the Collaborative's mission and goals, and the Subcommittee's specific topic area and/or practice:

- 7.1.1. Recruit participation from existing and new members
- 7.1.2. Identify specific challenges within the topic area or practice that would be best addressed through a regional collaboration
- 7.1.3. Solicit technical assistance & funding
- 7.1.4. Conduct in-depth analysis, stakeholder engagement and develop recommendations
- 7.1.5. Draft, pilot and launch programs, policies and projects
- 7.1.6. Develop tools and resources
- 7.1.7. Make recommendations to the Steering Committee

7.2. **Formation**

Administrative Support staff shall create a Subcommittee proposal form. Any member in good standing may propose the creation of a Subcommittee. The proposal should contain the following elements:

- Description of the climate action or adaptation challenge
- Explanation or theory as to how the challenge would be addressed by the Collaborative
- Specific description of the potential solution, resource, opportunity and value the Subcommittee would provide to the addressing the challenge
- Suggestions/Nominations for Subcommittee Officers and participants

The Steering Committee shall review the Subcommittee proposal during a regularly scheduled meeting or a special meeting. The Proposer may provide a presentation to the Steering Committee and entertain questions and discussion during the meeting. The Steering Committee shall approve the creation of a Subcommittee by a simple majority vote.

7.3. **Subcommittee Membership**

Membership to Subcommittees is open to all members in good standing. There is no limit to the number of members. Non-members may participate from time to time to provide presentations or services.

7.4. **Alternate Representatives**

Subcommittee Members may designate alternate representatives to participate in meetings.

7.5. **Officers**

For each Subcommittee, there shall be, at minimum, a Chair, Vice Chair, or two Co-Chairs. Each officer of the Subcommittee holds his or her seat for a term of two years, with the option for re-election.

7.6. Terms

The Chair and Vice-Chair of the Subcommittee holds his or her seat for the term of two years, with the option for re-election. There are no limits to the number of times an entity or person can serve as an officer.

7.7. Election Process

The officers of the Subcommittee shall be elected by a majority vote of the Subcommittee membership. To be a Chair or Vice-Chair or co-Chair, an entity shall be a Member of the Collaborative; nominated by a fellow Member or themselves; and, confirmed by a majority vote of the Subcommittee membership. Elections will be held on the second-to-last meeting before the end of the term of the current officer. Outgoing officers should use the last meeting of their term to transition the role to the incoming officers.

7.8. Meetings

Subcommittees shall determine their own meeting time and frequency, meeting no less frequent than every other month. Subcommittee Meetings shall be led by the Subcommittee Chair, Vice Chair and/or co-Chair. The Chair shall set an agenda, with the assistance of the Subcommittee Vice-Chair and the Administrative Support staff. Agendas shall be distributed by the administrative staff at least two days prior to the meeting date. Meeting notes shall be taken by the Vice Chair or Co-Chair and made available to the Collaborative members and the general public on the Collaborative website in a timely manner, after review by the Subcommittee Chair and Vice-Chair.

8. Strategic Vision

The Steering Committee shall maintain and update a Strategic Vision every three years. The plan should articulate what the Collaborative does on an ongoing basis and describes priorities for the following three years. See Appendices.

8.1. Implementation Plan

The Steering Committee shall maintain and update an Implementation Plan to support the achievement of the Strategic Vision. The Implementation Plan should be regularly reviewed by the Steering Committee and relevant Subcommittees as a standing agenda item during meetings.

9. Appendices

9.1. By-Laws Certification

9.2. Central Coast Climate Collaborative Map

9.3. Membership Dues

9.4. Membership Benefits

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