



# **Central Coast Climate Collaborative (4C) Bylaws**

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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), 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. 4C has evolved its organizational, technological, and network capacity while supporting regional initiatives such as local climate resilience projects and planning, academic research, launching of new climate collaboratives, and development of collaboration and networking tools.

## 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, which encompasses, from north to south, Santa Cruz, San Benito, Monterey, San Luis Obispo, Santa Barbara, and Ventura counties. All members must submit an application and agree to uphold and actively support the Collaborative's mission, vision, and activities of the Collaborative. Members will be prompted to pay dues if not a social or environmental justice organization. However, no interested member will be turned away for inability to pay dues, subject to no-cost membership approval from the 4C Chair and Vice Chair.

### 4.2. Membership Opportunities

All members in good standing are eligible to serve on the Steering Committee and Subcommittees, except where conflicts may apply. Members shall have an opportunity to provide input and recommendations into the Collaborative Strategic Vision and Implementation Plan. A full list of membership benefits are listed in Appendix 10.2 Membership Dues.

### 4.3. Dues

Membership dues are established by the Steering Committee. Members will be sent a request for due payments at the beginning of their membership and will be renewed on an annual basis in Q1 (January-March), or during 4C's annual membership renewal drive, to be considered in good standing. If a member indicates they cannot reasonably pay but wish to become or stay a member, they will be provided with an opportunity to pay in-kind donations or to have their dues waived, subject to approval by the 4C Chair and Vice Chair. Membership dues will be automatically waived for social

and environmental justice organizations. Special requests for due payment options will be approved by the 4C Chair and Vice Chair.

#### **4.3.1. Reciprocity Discount**

The Collaborative participates in the membership reciprocity discount program with other select climate groups to promote collaboration and community building. Through membership reciprocity, organizations can receive a 25% discount when seeking memberships from multiple participating organizations. The discount applies when two organizations partner, and each organization benefits from greater visibility, networking, and mutual support. Participating organizations are listed publicly, promote each other to their members, and work together on invoicing and dues remittance, making it easier to join forces and share resources. The list of participating networks or coalitions is listed below:

- [Building Decarbonization Coalition \(BDC\)](#)
- [Local Government Sustainable Energy Coalition \(LGSEC\)](#)
- [Los Angeles Regional Collaborative \(LARC\)](#)
- [Santa Barbara County Regional Climate Collaborative](#)

#### **4.4. General Membership Meetings**

General meetings of the membership will be held four times per year, annual budgets permitting. Meetings will be open to all members. Agendas will be circulated as soon as one week in advance. Meetings are held virtually to accommodate the attendance of most members. If they are held in-person, they may rotate amongst geographic regions, as decided by the Steering Committee. Agendas will be drafted by the 4C administrative staff and approved by the 4C Chair and Vice Chair. Agendas and discussion items may be suggested by any member. The emphasis of these general membership meetings is to convene partners in the region, share information and updates, and facilitate regional coordination. Meeting minutes and vote tallies will be made publicly available on the 4C website upon request. 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. Bylaws**

The Collaborative is governed by the Bylaws adopted by a simple majority of the Steering Committee, and certified by the Chair. The Certification of Bylaws is available on the last page of this document. The Bylaws shall govern the scope and abilities of the Steering Committee, subcommittees and the roles and relationships with the fiscal and administrative sponsor and membership. Bylaws will be reviewed and updated, as needed, every two years.

##### **5.1.1. Bylaw Amendments**

The Bylaws may be amended by the Steering Committee. Amendments to the Bylaws 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 Bylaw 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 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 contractor, which will be selected by the Steering Committee. The contractor serves as the 4C administrative staff and provides support for meeting management, budgeting, member communications, website management, event logistics and community outreach. The administrative staff meets with the 4C Chair and Vice Chair bi-monthly to discuss 4C operations and programming.

# **6. Steering Committee**

## **6.1. Composition**

The Steering Committee shall be composed of members who are in good standing (dues paid or intentionally waived). 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 of a minimum of nine people with a goal of the following categories represented:

- 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/Youth Serving/Student
- Two at-large (open to any member)

## **6.2. Alternate Representatives**

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

## **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 by 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 14 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. In the event that one or more officer positions are vacant, the Steering Committee may delegate the associated duties and responsibilities to designated administrative staff until such time as the vacancies are filled.

##### **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 and Vice Chair will meet with the administrative staff bi-monthly (every other month) to review 4C administrative and operation items.

##### **6.6.2. Vice Chair**

The Vice Chair shall serve in parallel with and in lieu of the Chair when the Chair is unable to perform their 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.

#### **6.7. Meetings**

The Steering Committee shall meet bi-monthly on a set schedule. Steering Committee Meetings shall be led by the administrative staff with support from the Chair and Vice Chair. The administrative staff shall set an agenda, with the assistance of the Chair and Vice Chair. Agendas shall be distributed by 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 administrative staff or Secretary and made available to the Collaborative members and the general public on the Collaborative website upon written request, after approval by the Steering Committee. 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 or administrative staff 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 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 address 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 their seat for a term of two years, with the option for re-election. In the event that subcommittee officer positions are vacant, or at the discretion of the Steering Committee, the Committee may delegate the duties and responsibilities of such officer positions to designated administrative staff, either temporarily or permanently.

### **7.6. Terms**

The Chair and Vice-Chair of the Subcommittee holds their 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. In the event that an officer position becomes vacant before the end of a term, or is otherwise unfilled, the Steering Committee may delegate the associated duties and responsibilities to designated administrative staff.

### **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. If the Steering Committee chooses to delegate officer responsibilities to administrative staff, an election will not be held.

### **7.8. Meetings**

Subcommittees shall determine their own meeting time and frequency, with a goal of meeting no less frequent than every other month. Subcommittee Meetings shall be led by the Subcommittee Chair, Vice Chair, Co-Chair, and/or designated administrative staff. The Chair shall set an agenda, with the assistance of the Subcommittee Vice Chair and administrative staff. Agendas shall be distributed by the administrative staff at least two days prior to the meeting date.

## **8. Strategic Vision**

The Steering Committee shall maintain and update a Strategic Vision as needed or if changes to the collaborative's priorities warrants an update, available budget permitting. The Vision should articulate what the Collaborative does on an ongoing basis and describes priorities for 4C. See Appendix 10.3 Adopted Strategic Vision.

## 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. Policy Advocacy

The Collaborative may engage in advocacy efforts in the Central Coast region that align with its mission and values. These efforts may include activities such as providing letters of support as well as endorsing certain policy efforts on behalf of the Collaborative. Policy advocacy is intended to amplify efforts led by member organizations or trusted partners and uplift shared regional priorities.

When the Collaborative is approached with a request to sign a support letter, endorse legislation, or otherwise lend its name to a partner-led advocacy effort, the request shall be circulated in writing to the Steering Committee. The request must include relevant background information, the specific action being requested, and how the action aligns with the Collaborative's mission and priorities. The request will be sent at least 48 hours before a deadline. The Steering Committee will review the request to determine whether it aligns with the Collaborative's goals and to consider any potential impacts on its members. The Committee will be asked to provide only an objection, typically within two business days. If more than a third of the Steering Committee provides an objection, the request for support will be dismissed.

In the event that a request requires a response within 48 hours, a similar process to the above will be conducted with a 24 hour turnaround. A single objection will terminate the pursuit. No request for support will be pursued if requested less than 24 hours.

## 10. Appendices

### 10.1. [Membership Dues\\*](#)

#### [Sliding Scale Membership](#)

We are committed to finding equitable pathways for participation and include organizations of all resource levels. We offer a sliding scale for membership dues, adjusted according to size and type of organization. Additionally, social and environmental justice groups join for free!

#### [Member Dues Tiers](#)

Foundational Sponsor Dues  
Any size \$ 5,000

Non-Profit Organizations\*\*  
Number of Employee Dues  
1 - 10 \$ 100  
11-25 \$ 250  
26-75 \$ 350  
76+ \$ 500

Local/Regional Agencies & Universities\*\*

Number of Employee Dues  
1-25 \$ 250  
26-99 \$ 500  
100 + \$ 1,000

Private Organizations\*\*  
Number of Employee Dues  
1-99 \$ 500  
100+ \$ 1,000

Environmental Justice Organization Dues  
Any size \$ 0

\* Dues are approved by the Steering Committee and are subject to change.  
\*\* First year dues can be based on a sliding scale.

## **10.2. Membership Benefits**

Benefits of membership include:

- Networking with climate leaders and practitioners in the Central Coast region
- Exchange knowledge on best practices, replicable strategies, and innovative solutions on climate mitigation and adaptation
- Support for regional grant funding proposals and initiatives
- Find up-to-date climate change news, resources, opportunities, events
- Engage to align state, regional, and local efforts: research and applied science, policies, programs, plans, and projects
- Expand leadership and awareness on equitable climate action and adaptive solutions
- Participate in working groups

Please view this [4C flyer](#) for more information on membership benefits..

## **10.3. Adopted Strategic Vision**

To learn more and view the 4C Strategic Vision, visit the website [here](#).

## **10.4. Implementation Plan**

The Administrative Staff maintains a work plan that is generally housed in the Shared Google Drive.

## **10.5. Onboarding & Administration**

For all circumstances related to onboarding and administration, please view the [4C Procedural Manual](#).

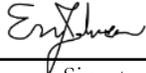
## Certification of Bylaws

I, the undersigned, as Chair of the Central Coast Climate Collaborative, hereby certify that the bylaws of the Central Coast Climate Collaborative and reviewed and amended by the 4C Steering Committee in accordance with the procedures outlined in the existing bylaws, originally adopted on May 15, 2016. These bylaws represent the current and complete guiding rules of the Collaborative.

Amended and adopted by the Steering Committee on **February 11, 2026**.

Em Johnson

Name



Signature

02/11/2026

Date