

Kansas City Climate Coalition

Organizational Structure

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Vision: A CLIMATE SAFE WORLD POWERED BY RENEWABLE ENERGY

Mission: To build a bold climate action movement in Metro Kansas City that works with others around the world to keep fossil fuels in the ground, drive a clean energy transformation, and create a healthy planet for generations to come.

Introduction

The following is a draft organizational outline for the Kansas City Climate Coalition. This organizational proposal is offered for one purpose: to streamline, clarify, and facilitate our collaborative efforts to minimize the impacts of the climate crisis. It is meant to be simple, and to address key questions of decision making and membership. Ultimately, we are human beings who work together, and we've already shown we can do that successfully. As a group, we can modify, nullify, or ratify this proposal, and focus on climate action projects in the KC metro area. The key questions this document seeks to address are:

- * Who are we, and what defines membership?
- * How are individuals/organizations involved?
- * How do we make decisions? Who leads the group?
- * How do we protect ourselves from monopolization and/or invasion?

1. Basic Conceptualization

As KCCC is a flexible network of climate activists and organizational supporters, we suggest two levels of engagement: Members and Supporters. We also suggest two primary organizational bodies: a Planning Team and a Leadership Team, with *ad hoc* Project Teams as needed.

2. The Planning Team

The Planning Team consists of a large group of individuals (currently 10 to 20) who make the decisions about KCCC events and activities through consensus-oriented voting. This group meets to plan events, coordinate diverse activities around the metro area, and collaborate on KCCC initiatives. The Planning Team will hold a minimum of six Regular Meetings per year (once every two months), and may call Special Meetings as necessary. At these meetings, a 75% consensus vote of those in attendance is used to make decisions (given a quorum), focusing on agreement while allowing for disagreement. At Planning Team meetings, a quorum is required to hold a vote, and a quorum is defined as 50% of all Planning Team Members (membership discussed in detail below). There are no strict guidelines for engagement, and the style is generally conversational. A Speaker List, to which an attendee is added by raising her/his hand, may be enacted as necessary by the Chair/Co-Chair to facilitate communication and inclusion.

To streamline decisions in between meetings, email can be used to communicate and vote. Lesser decisions can be made by email, requiring a 2/3rds majority vote of *all* Planning Team members to pass, regardless of how many people participate in the vote. Votes are coordinated by the Chair and Co-Chair, and require a motion and a second to call. Once a motion is

recognized by the Chair or Co-Chair and a second is given, Planning Team members have three days (72 hours) to vote via email. Votes must be received by the Chair or Co-Chair, and are preferred through a Reply or Reply All email. No response to an email vote is automatically counted as a "no" vote.

3. The Leadership Team

The Leadership Team (LT) is an "executive board" (term used loosely) made up of 5 dedicated Planning Team members. The Leadership Team meets to develop agendas, make smaller decisions, and preside (but not dictate) over Planning Team meetings. Leadership Team meetings are open to all Planning Team and Supporting members. The LT is made up of termed positions lasting two years. There is no limit to the number of terms an individual may serve. Leadership Team members are elected into specific positions by the Planning Team by a 75% majority consensus vote given a quorum, for two-year terms. These positions consist of Chair, Treasurer, Secretary, Membership Coordinator, and Communications Coordinator. In the event of temporary illness or unforeseen circumstances regarding one of the LT members' abilities to fulfill her/his duties, the other LT members are responsible for serving as substitutes to ensure all responsibilities are fulfilled. Initially, half the LT will be established for one-year terms, while half will be established for two-year terms. Subsequently, all positions will last for two years, and will expire on a staggered basis for the purposes of organizational stability.

- The primary role of the Chair is to set agendas, preside over meetings, and coordinate votes both at meetings and through email.
- The Secretary is responsible for recording and distributing minutes for both Planning Team and LT meetings and decisions. Reporting LT decisions to the Planning Team must occur within 24 hours of a decision being made, and reporting for minutes and PT decisions must occur in a timely manner.
- The Treasurer ensures accurate accounting of financial status and monetary decisions, collections, and expenditures (additional responsibilities may develop as the KCCC grows).
- The Membership Coordinator manages membership recruitment and requests, and keeps a log of votes and meeting attendance for Planning Team members.
- The Communications Coordinator manages press and social media releases, media relations, and communications with other organizations and individuals.

Leadership Team decisions encompass logistical and time-sensitive decisions which do not impact the overall course and strategy of the Planning Team. These decisions require an 80% majority of the LT (4/5 consensus), and The Leadership Team has the authority to make commitments totaling up to \$200 between regular Planning Team meetings, with no single expenditure over \$150. If members of the Planning Team voice substantial concern for a decision made by the LT, that decision may be reversed through a Planning Team vote. This vote requires a motion, a second, and a third in order to be called, and a 2/3rds majority email vote (as outlined above) is sufficient to overturn the Leadership Team decision.

4. Planning Team Members

Planning Team members are the individual persons that serve to coordinate the KCCC. Each member gets one vote. There are no dues, and all members serve on an individual, voluntary basis. For the establishment of the KCCC, anyone who has attended 3 planning meetings as of

March 6th, 2016, is automatically "grandparented" in as a member (and can opt-out if s/he chooses). Anyone wishing to become a new member *after* that date must (1) attend at least one Planning Team meeting, (2) express an interest, and (3) pledge formally (either at a second meeting, or by signing a pledge document) to uphold the mission, vision, and resolution of the KCCC. The Membership Coordinator, as part of the LT, oversees these requests, and the LT votes on them by simple majority. If conflicts of interest arise for any individual request for membership, a special vote of the Planning Team could also be taken to confirm membership by a simple majority of quorum (rare, as necessary). Because we are consensus-based, any existing member of the Planning Team has the option to request a vote for a potential membership if that member feels a concern for a potential member's conflict of interest. Further, if an existing member's activities are deemed as inappropriate or counterproductive, the Planning Team may vote to remove that member from the Planning Team (or Leadership Team) by a 75% majority of the Planning Team at a Regular Meeting (that member's presence is strongly encouraged, but not required). Such a removal must be proposed to the entire Planning Team at least two weeks prior to the Regular Meeting at which the vote is to be taken. As mentioned previously, *ad hoc* committees for specific events or projects may be established at meetings or through email.

There are no terms for Planning Team members, and members serve at will. However, Planning Team members are the driving force behind the KCCC. As such, active participation and dedication in the network's decisions and activities is integral for the success of our climate initiatives. Accordingly, any Planning Team member who (a) misses three consecutive Regular meetings, (b) misses five Regular meetings within a year, OR (c) provides no response to four consecutive email votes will be approached by the Membership Coordinator to reassess that member's commitment and ability to serve on the Planning Team. At the Membership Coordinator's request, the Leadership Team may re-vote on such a member's status given one of these three conditions.

5. Supporters: Organizations and Individuals

As a coalition, we want the opportunity for organizations to join and collaborate with us--without creating extra roadblocks, paperwork, or official requirements that hinder individuals from contributing. Accordingly, organizations--whether nonprofit organizations, indigenous tribes, neighborhood associations, businesses, or governments--are invited to sign a Declaration of Support based on the vision, mission, and resolution of the KCCC. Individuals from these organizations are welcomed to join as Individual Members of the KCCC, but as themselves--not as official representatives of their organizations *per se*. This is proposed so that impassioned members of organizations can join without the impediment of organizational approval. Further, Supporting Organizations do not have voting capabilities--only individual members of the Planning Team do. However, organizations that want to be involved more deeply with KCCC can collaborate through additional Memoranda of Understanding (and other documents as necessary) to facilitate mutual action.

Likewise, Supporting Individuals are persons who share the vision and goals of the KCCC, but who wish to remain less involved. These individuals may attend Planning Team meetings and receive minutes of the KCCC, but like Supporting Organizations, Supporting Individuals do not possess voting capabilities, nor may they challenge LT decisions.

6. Limitations

The Kansas City Climate Coalition will strive for both demographic and organizational diversity to empower a wide range of citizens for climate action. Because many grandparented members of our Planning Team are members of other organizations, we need safeguards to ensure one supporting organization does not monopolize the decision making process from others.

Accordingly, no more than 2 members from the leadership of the same supporting organization should serve on the Leadership Team at the same time. For Planning Team Members who belong to multiple organizations, these guidelines apply to the organization in which they are most active. This ensures that the presiding duties and agenda are not controlled by a single entity.

This should be taken into consideration when Leadership Team members are nominated. Further, if an influx of new member requests is received from a single organization, this would be considered by the Membership Coordinator and brought to the attention of the Leadership and the Planning Teams for discussion.

7. Amendments & Severability

Once ratified by the initial Planning Team of the Kansas City Climate Coalition, this document may be revised, amended, or nullified by a 75% majority vote of the entire Planning Team at a Regular Meeting. Proposed changes must be provided to all members of the Planning Team in writing at least one month prior to the Regular Meeting at which the vote is to be taken. Proxy votes may be submitted via the KCCC ListServe prior to the meeting, and Planning Team members may vote by phone during the meeting.

If any provision of this document is or becomes illegal, invalid, or unenforceable in any jurisdiction, that shall not affect: (1) the validity or enforceability in that jurisdiction of any other provision of this document; nor (2) the validity or enforceability in other jurisdictions of that or any other provision in this document.