

Climate Action SA Memorandum of Understanding

Purpose of Climate Action SA:

The purpose of the Climate Action SA coalition is to coordinate work between advocacy organizations and individuals across the greater San Antonio area in support of climate justice. We will work together to support the creation and implementation of a robust climate action and adaptation plan, developed and implemented with strong community engagement. The coalition is an effort to facilitate transparency, collaboration, and power building of the environmental and social justice communities.

Climate Action SA is Dedicated to the Following Policy Pillars:

- Organize and advocate for rapid reduction in greenhouse gases to net zero across all sectors in the greater San Antonio area.
- Prioritizing mitigation of emissions in disproportionately impacted communities and implementation of climate adaptation strategies in communities most vulnerable to rapid climate change.
- Improve access to the economic and other benefits of climate solutions, especially for disadvantaged communities.
- Educate the public with the latest climate science and best climate solutions.
- Develop strong community engagement in climate planning.
- Support climate action and adaptation policies with the goal of realizing an inclusive, just, sustainable, and democratic culture.

Expectations of the Climate Action SA Working Organizations:

- 1) Working organizations and individuals of Climate Action SA must sign onto the established organizational norms.
- 2) Working organizations and individuals should strive to participate in Climate Action SA meetings and support the shared work of the coalition through participation in sub-teams and in the work of their organization, as appropriate.
- 3) Regular attendance is expected. Working members will be moved to Supporting/Non-Voting status after two months of missed meetings unless an exception is made by consensus or vote. (Climate Action SA will alternate meetings between day and night in an effort to make meetings accessible to all.)
- 4) Working organizations are encouraged to engage their membership and staff capacities towards reaching the campaign goals of the coalition, while recognizing differing organizational capacities and independent priorities and goals.

Climate Action SA Operating Norms:

- 1) Organizing Principles: Climate Action SA respects the Jemez Organizing Principles ([PDF](#)) and commits to conduct its work accordingly and coordinate with each coalition partner in an equitable and transparent manner. We understand the historical context of inequity and exclusion within our movement and will seek to adhere to these principles.

- 2) *Decision-Making:* Climate Action SA participating organizations are free to act independently in this work at any time and we honor diversity of tactics as expressed in the St. Paul Principles. However, in an effort to act collaboratively and maximize effectiveness, all participating organizations commit to work within the framework of the Climate Action SA and be part of group decisions whenever possible.
 - a. Decisions regarding self-identified Climate Action SA branded work will be made by consensus whenever possible. Dissenting members will be provided an opportunity to advance their case. If consensus cannot be achieved a vote will be taken with requirement of three-fourths ($\frac{3}{4}$) of votes cast to advance an agenda item under the Climate SA name. Each working member is allotted one vote.
 - b. Dissenting members will agree not to actively undermine or speak against the consensus
 - c. Authorized organization representatives may cast votes in person, by phone, by email, or by proxy.
 - d. Meeting agendas will be distributed at least 48 hours in advance. Questions requiring a vote will be clearly noted as action items requiring a vote. Votes cast before the meeting and up to two hours after the meeting will be valid. Votes may be changed at any time during this period.
 - e. Questions raised during meetings or between meetings will be distributed via email with a subject line starting with "VOTE" and 48 hours will be allotted for discussion and for authorized organization representatives to vote. Votes may be changed at any time during this period. This option should be used as sparingly as possible.
- 3) *Responsibilities:* A facilitator, notetaker, stack keeper, will be identified at the conclusion of each meeting for the following meeting .
- 4) *Mutual Respect:* Climate Action SA participants are working together to exert maximum influence on the public policy process to advance our agreed policy goals. Those participating in policy decisions and organizing related to Climate Action SA goals should make good-faith attempts to act collectively with Climate Action SA participants and provide updates as needed regarding policy and organizing developments and opportunities. However, all organizations are ultimately free to act individually. Climate Action SA participants will respect the decisions of each organization and refrain from public criticism or negative messaging directed at fellow participants. Members will make all reasonable efforts to resolve personal differences with fellow members in person, with a facilitator or witness upon request, and refrain from contentious public comments or postings via group email or social media.
- 5) *Climate Action SA Branding:* The Climate Action SA name should only be used when authorized by the coalition. Participating organizations are encouraged to request the use of the Climate Action SA name for any relevant events or materials.
- 6) *Confidentiality:* Climate Action SA participants commit to maintain confidentiality to ensure coalition work, strategy, intelligence, meeting minutes, and listserv communications do not get distributed or communicated beyond our group until authorized.
 - a. Discussions in coalition meetings and calls, or by email should be considered confidential and not shared outside the coalition without authorization.
 - b. *Google Group and Google Drive:* The Climate Action SA Google Group listserv and the Climate Action SA Google Drive are platforms for confidential updates and sharing

information directly related to coalition work. Any documents not already publicly available should remain confidential unless distribution is authorized by the coalition. Each individual who would like to be on the Climate Action SA listserv or have access to the Climate Action SA Google Drive must sign this memorandum of understanding.

- 7) *Messaging*: Climate Action SA participating organizations will work to stay within the parameters of the coalition's agreed public messaging frames. All posts to the Climate Action SA website and social media accounts must be aligned with agreed upon public messaging and priorities.
- 8) *Events*: In order to maximize the shared capacity of Climate Action SA participating organizations and reduce potential conflicts, all participating organizations agree to make a good-faith attempt to coordinate climate relevant events with coalition partners. Events include, but are not limited to, panel discussions, town hall meetings, press conferences, rallies, and marches. Participating organizations agree to discuss potential events with the coalition before a date has been set and make a good-faith attempt to schedule events to benefit the coalition, as well as the individual organization.
- 9) *Contacts*: Climate Action SA will circulate a coalition sign-in sheet at all coalition events and some other public events. All information collected on coalition sign-in sheets will be added to the Climate Action SA supporter email database and used exclusively for Climate Action SA outreach.
- 10) *Communications*: The Climate Action SA listserv is only to be used to coordinate coalition work. Information not directly related to coalition work should be shared via Slack or to a targeted list of email recipients. Repeated violation of this policy may result in a member losing Google-Groups access privileges.
- 11) *Transparency*: Participating organizations commit to provide regular updates about their work as it relates to the goals of the Climate Action SA coalition and to share any information that may be helpful to the coalition.
- 12) *Supporting Organizations*: An organization can choose to be an "supporting organization," which would list them on the Climate Action SA Supporting Organization list and give them access to the Climate Action SA listserv and Google Drive. Supporting organizations are still subject to this memorandum of understanding, with some exceptions:
 - a. Supporting organizations will not get a vote, but can participate in consensus building.
 - b. Supporting organizations aren't expected to participate in weekly meetings or calls, although they are welcome and encouraged to do so.
 - c. Supporting organizations will not be expected to commit resources to the Climate Action SA work, although they are welcome and encouraged to do so.
- 13) *Unaffiliated Individuals*: Individuals who don't represent an organization are welcome to participate in the Climate Action SA coalition. Individuals are still subject to this memorandum of understanding, with some exceptions:
 - a. Unaffiliated individuals will not get a vote, but can participate in consensus building.
 - b. Unaffiliated individuals will not be expected to commit resources to the Climate Action SA work, although they are welcome to do so.
- 14) *Entry of New Members*: Any organization that is part of the Climate Action SA coalition can recommend an organization or individual for membership. Existing Climate Action SA members

will review each new organization and individual proposed. If no concerns are voiced, the new organization/individual is automatically adopted into the coalition, subject to signing on to these operating norms. If there are concerns, the group will follow its decision-making process, with time taken for consensus building and impasses decided by a vote. This process should take place prior to inviting individuals or representatives of new organizations to coalition meetings or sharing any internal communications or documents.

15) *Exiting the Coalition*: Any organization can exit the coalition with a letter from the organization and should maintain the principle of confidentiality after exiting. An organization can be removed with a $\frac{3}{4}$ vote from the table for violating these norms in a way that harms the Climate Action SA coalition.

16) *Amending*: These operating norms can be amended by a $\frac{3}{4}$ vote of Climate Action SA members.

Agreement:

I agree to uphold the principles of this Climate Action SA memorandum of understanding.

Individual Name:

Participating Member, Endorsing Organization or Unaffiliated Individual (pick one):

Organization (if applicable):

Email:

Cell Phone:

Office Phone (if applicable):

Are you the primary contact for your organization (if applicable):