

**Los Angeles Regional Collaborative  
For Climate Action & Sustainability  
Work Plan Proposal**

**MEMBERSHIP**

**Requirements:**

- Statement of Intent approved by governing body to participate in the Los Angeles Regional Collaborative
- Payment of membership fees at appropriate rate (as outlined below).
- Members will have access the short, mid and long term programmatic actions identified in the work-plan.
- The Steering Committee can approve non-financial forms of support in lieu of financial requirements for membership.
- The Collaborative requests that members make a 5 year commitment to the organization, acknowledging that financial support will likely be made on an annual basis.

**Membership Fees:**

- Members receive access to the short, mid and long term programmatic actions identified in the work-plan
- Member logo placed on website.

**Membership Fee Schedule:**

- o 1-10 employees: \$250
- o 11-25 - \$350
- o 26-50 - \$500
- o 51-100 - \$750
- o 101-1000: \$1000
- o 1001-3000: \$1500
- o 3001 plus: \$2500

**Sponsorship Fees:**

- Sponsors receive access to the short, mid and long term programmatic actions identified in the work-plan
- Sponsors do not have to pay a membership fee in addition to the sponsor fee.

**Sponsor Fee Schedule:**

- o Bronze: \$5k
- o Silver: \$10k
- o Logo, description of sponsor on website and signage at events:
- o Gold: \$15k
- o Platinum: \$25k and above

**Sponsor Benefits include:**

- o Bronze: Use of LACR logo and description of sponsor on LARC website
- o Silver: Use of LACR logo, description of sponsor on LARC website, and signage at events
- o Gold: Use of LACR logo, description of sponsor on LARC website, signage at events, and XXX
- o Platinum: Entitled to all of the above plus link-thru to sponsor website

**STEERING COMMITTEE COMPOSITION**

- Los Angeles County
- Los Angeles City
- One Representative from each Council Of Government
- SCAG
- METRO
- Academia
- Non-Profit
- Business
- School District

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- Utility
- Labor
- Regulatory Agency
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### **Steering Committee Logistics:**

- Participation on the Steering Committee requires membership.
- Participation on the Steering Committee will be open to all of the aforementioned entities as they are willing and interested in participating.
- The Chair Position will rotate annually amongst steering committee members.
- Rotation of the Chair will be done by nomination and majority vote.
- The Steering Committee will be populated as entities formalize their membership.
- Vacancies will be filled as qualifying entities join.
- Voting requires a quorum
- Quorum is half the membership plus one.
- Voting will be based on Majority Rules (one vote per entity)

### **INTERIM STEERING COMMITTEE COMPOSITION**

- An interim steering committee will be created to make immediate decisions regarding the Collaborative
- The interim steering committee will exist as soon as 5 entities become members and agree to participate on the interim steering committee
- The first 5 entities on the interim Steering Committee may include, but are not limited to, the desired entities that will form the Steering Committee.
- Voting requires a quorum
- Quorum is half the membership plus one.
- Voting will be based on Majority Rules (one vote per entity)

### **Steering Committee Meetings:**

- Bi-Monthly Steering Committee Meetings will be convened for the first year.
- The frequency of Steering Committee meetings TBD after that initial period.
- Meetings will be conducted using Roberts Rules of Order.

### **GENERAL MEETINGS**

#### **General Meetings:**

- Meetings will be held quarterly
- Meetings are free and open to all members and the public
- Only members of the Collaborative may vote at General Meetings
- Emphasis is informational

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## WORK PLAN OBJECTIVES:

### SHORT-TERM PROGRAMMATIC ACTIONS:

*Begin Implementing Q2 2009*

- **Quarterly Lunch Meeting**
  - o Provide Networking Opportunity
  - o Update on Collaborative Activities
  - o Expert Presentation on Best Practices
  - o Update from Partner Agencies
  
- **Bi-annual Site visits / field trips** (wind farm, green job center, green building demonstration center, etc.)
- **Database of “Who is doing what”**
- **List-serve/Joint calendar** with recommendations on events to attend in the region
- **Create or facilitate joint-procurement opportunities for “green” purchasing**
- **Steering Committee establishes by-laws, accounting systems, rules for expenditure of funds, and other logistical / administrative procedures.**
- **Approve outline of Climate Action Plan (Deliverable I.A.1.a. in UCLA’s proposal)**
- **Negotiate agreement with ICLEI and / or other key entities that coordinate or collect greenhouse gas emissions data to ensure access and sharing of data among stakeholders in the Collaborative.**
  
- *Administered by Collaborative Facilitator*

### MID-TERM PROGRAMMATIC ACTIONS:

*Begin Implementing Q3 2009*

- **Pursue non-profit status to administer all Collaborative Programmatic Actions that are not related to the development of the research-related elements of the Climate Action Plan**
  - o This will include, but not be limited to, the short- and mid-term Programmatic Actions enumerated in this document as well as coordinating collaboration on the development of the climate action plan (Deliverable II.A. i. in UCLA’s proposal).
  
- **Climate Change Regional Public Education and Outreach Campaign**
  - o Mass Public Education Campaign
  - o Coordinated Messaging on Important and Timely Environmental Topics
  - o Green Leadership Award
  
- *Administered by Collaborative Facilitator*

### LONG-TERM PROGRAMMATIC ACTIONS:

*Begin Implementing Q2 2009, Final Deliverable TBD*

- **Complete Climate Action Plan**
  - o See attached UCLA proposal from Dr. Stephanie Pincetl.
  - o See attached draft of Climate Action Plan Outline prepared by Metro staff.
  
- *Administered by Collaborative Facilitator in collaboration with Climate Action Plan leadership*

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### ONGOING OPPORTUNITIES

- **Legislative and Regulatory Monitoring**
  - o Members may chose to jointly-finance monitoring services regarding State or Federal legislative and regulatory proceedings related to AB 32, SB 375 and other relevant climate change legislation and activities.
  - o Cost: TBD

### COLLABORATIVE FACILITATOR:

*A designated Collaborative Facilitator will be hired and tasked with coordinating the Collaborative.*

- **The official duties of the Collaborative Facilitator will include the following:**
  - o Convene and facilitate Steering Committee Meetings as a non-voting member
  - o Convene and facilitate General Membership Meetings as a non-voting member
    - Develop meeting agendas, notify members of meetings, and record minutes
  - o Develop a funding action plan that outlines administrative and programmatic funding opportunities, public-private partnerships, grants, and endowments.
  - o Facilitate the short and mid-term programmatic actions described in the Work Plan, including the sharing of best management practices and technologies by bridging communication gaps between members and act as a liaison and point of contact for member requests, information gathering, and other assigned tasks determined by the Steering Committee;
  - o Establish media relations in order to inform the public of the programs and progress of the Collaborative