

CORVALLIS SUSTAINABILITY COALITION

Decision-making Policy

Purpose: To achieve maximum effectiveness and credibility, implementation of the Community Sustainability Action Plan needs to be unified and organized. This document outlines the decision-making process of the Coalition in order to ensure accountability, consistency and coordination between the Coalition Steering Committee and the Action Teams and Committees that will implement the Action Plan. These are consistent with our adopted bylaws.

I. Authority

- a. The Steering Committee sets policy and budget; approves public positions submitted by Action Teams and Committees; and designates official spokespersons for the Coalition.
- b. The Executive Committee is responsible for the day-to-day operations of the Coalition, including carrying out the goals and policies of the Coalition. The Executive Committee has the authority to make operational decisions on behalf of the organization between Steering Committee meetings. The Executive Committee is responsible for the coordination and management of Action Plan implementation and approves actions and grant proposals.
- c. Action Teams and Committees perform the tasks necessary to implement the Action Plan.

II. Process – All decisions of the Steering Committee, Executive Committee, Action Teams, and Committees are made using a modified consensus model. Consensus is not a simple majority, nor is it unanimity; rather, it is the overall sense of the group, as expressed through the exchange of ideas and opinions. If consensus cannot be reached within a reasonable period, a vote will be taken.

III. Action Team and Committee Requests

- a. Approval from the Executive Committee is required for work on actions in the Action Plan. Action Teams will submit an Action Review Form to the Executive Committee for all proposed projects in pursuit of Action Plan goals. Within one week of receiving an Action Review Form from an Action Team, the Executive Committee will forward their proposed decision to the Steering Committee. The Steering Committee will respond to the Executive Committee with questions, comments or concerns within one week. If no major issues are raised during this “open comment” period, the Executive Committee decision stands. The Executive Committee notifies the Action Team of approval, disapproval, modification, or the need for more information prior to making a decision.
- b. Approval from the Executive Committee is required for grant applications.

IV. Advocacy

- a. For public policy positions, refer to the Coalition’s Advocacy Policy.

- b. For public service activities that involve testimony or communication with elected officials and/or members of boards and commissions, submit a written request to the Coalition Director outlining:
- The target audience
 - Date of communication
 - Content of the message, such as copy of testimony, Power Point slides and script, letters, etc.
 - Who is delivering the communication

The Director will present all such requests to the Executive Committee for review. The director will provide notification to the Steering Committee of all requests received and will present requests supported by the majority of the Executive Committee to the Steering Committee for consideration.

- c. Only the designated Coalition spokesperson may represent him or herself as speaking for the Coalition unless the testimony has been approved by the Steering Committee.