

# Greater Houston Clean Cities Coalition

## Organizational Principles & Procedures

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Houston-Galveston Area Council



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## 1. Purpose of the Coalition

The mission of the Greater Houston Clean Cities Coalition (GHCCC) is to reduce air pollution through the displacement of petroleum by promoting and facilitating the usage of alternative fuels, advanced vehicle technologies, and fuel conservation strategies.

## 2. Coalition Relationship with the U.S. DOE and H-GAC

The GHCCC is a U.S. Department of Energy designated, fuel/technology-neutral organization functioning as a local chapter of the National Clean Cities program. It is housed within the Houston-Galveston Area Council (H-GAC), which serves as the region's Metropolitan Planning Organization and Council of Governments. The GHCCC works closely with and participates alongside H-GAC's other air quality programs including Clean School Bus, Commute Solutions, and Clean Vehicles. The Coordinator is a member of the H-GAC Air Quality Group, and staffs the GHCCC on a part-time basis.

## 3. Coalition Membership & Roles

### 3.1. Coalition Supporters

Supporters are individuals and organizations that are loosely affiliated with the program in that they are generally interested in and sympathetic to the mission of the GHCCC, but they are unable or unwilling to become full Coalition stakeholders. As such, Coalition supporters may participate in Coalition events and activities, and may receive Coalition mailings, but they are ineligible to receive full stakeholder benefits.

### 3.2. Coalition Stakeholders

Stakeholders are individuals and organizations that have made formal commitments to, and receive formal benefits and recognition from, the GHCCC.

#### 3.2.1 Stakeholder Requirements

- Volunteer in at least one Coalition event annually
- Attend at least 75% of regularly scheduled stakeholder meetings
- Submission of the annual Clean Cities survey and fleet/infrastructure inventory
- Forward items of interest (regulatory news, success stories, product information, etc.) to the Coalition leadership for inclusion in outreach materials and/or Coalition reports

#### 3.2.2 Stakeholder Benefits

- Eligibility to vote on all matters brought before the GHCCC
- Eligibility to serve on the GHCCC Advisory Panel
- Listing on the GHCCC website (with links to organizational websites) and in the GHCCC information directory
- Access to an on-line GHCCC stakeholder information directory
- Discounted products & services with local businesses (to be developed)
- Provision of and/or assistance securing speakers for stakeholder-sponsored events
- Opportunity to participate in stakeholder-only development events, such as training seminars and field trips (see Section 5.2)

To become a stakeholder, individuals and organizations must fill out and submit the GHCCC Stakeholder Application Form. Once completed, they will receive notification of their status, and become eligible to receive formal stakeholder benefits and recognition.

Stakeholder membership will be reevaluated annually at the conclusion of each calendar year to determine that the required commitments are being fulfilled. If it is found that stakeholders are not meeting their requirements, they will be placed on “probation” status and notified of the deficiency. They will have 90 days to respond with a letter of intent to remain a Coalition stakeholder. If they do not respond within 90 days, the individual or organization will be reclassified as a Coalition supporter, and will have to wait at least 6 months before applying for stakeholder membership status again. If a response is received within 90 days, the stakeholder will be required to remedy the deficiency immediately (if the deficiency is in submitting items of interest and/or the annual survey) or at the next available opportunity (attendance at the next meeting and/or event). Once this is done, the stakeholder is returned to a status of “good standing”.

## **4. Coalition Leadership**

### **4.1. Clean Cities Coordinator**

As noted in Section 2, the Clean Cities Coordinator is a member of H-GAC’s Air Quality staff. The designation of the Clean Cities Coordinator is at the discretion of the Air Quality Program Manager, and may be changed at any time with or without notice to the GHCCC. The role of the GHCCC Coordinator will include the following:

- Reporting – The Clean Cities Coordinator will provide H-GAC, regulatory, and grant opportunity updates during regularly scheduled Clean Cities Stakeholder meetings. The Coordinator will also be responsible for ensuring compliance with DOE designation requirements.
- Grant Consultation & Coordination – the Clean Cities Coordinator will seek grant funds to assist the Greater Houston Clean Cities Coalition in attaining their goals. Grant awards will be fed into H-GAC’s Clean Vehicles program, Clean School Bus program, and/or utilized for the development of the Clean Cities program, as appropriate. The Clean Cities Coordinator will also act in a consultative capacity for individuals/organizations wishing to obtain funding for a proposed project by highlighting the Clean Vehicles and Clean School Bus programs as options and coordinating with them to secure other funding as needed.
- Outreach Activities – the Clean Cities Coordinator will be the primary individual in charge of coordinating outreach activities. This will include developing the outreach/information packet in cooperation with stakeholders, organizing the annual outreach mail-out, continuing the Clean Cities e-Newsletter, maintaining the website, and working with others to organize events.
- Administration – the Clean Cities Coordinator will be in charge of organizing Clean Cities Stakeholder meetings, tracking membership, tracking Clean Cities financial information, developing and maintaining a stakeholder directory, maintaining the distribution lists, and other administrative tasks as needed.

### **4.2. GHCCC Advisory Panel**

The purpose of the GHCCC Advisory Panel is to cultivate leadership among Coalition membership, and to assist the Clean Cities Coordinator as needed in conducting Coalition activities and further

developing the program. Panel members will have the following responsibilities, in addition to their normal stakeholder requirements:

- Provision of (~1 page) updates at each regularly scheduled Clean Cities Stakeholder meeting, consisting of items of interest submitted by other Coalition members and/or researched by the panel member.
- Willingness to be a contact person/resource for stakeholder & Coordinator questions
- Willingness to attend specially-called Advisory Panel meetings as needed.
- Working with other panel members to guide an organizational visioning, project development, and prioritization process (see Section 5.1)
- Development and administration of an annual “Clean Cities Stakeholder of the Year” award. (see Section 5.3)
- Forwarding at least 4 presentation topic/speaker suggestions per year (i.e. 1 per quarter) to the Clean Cities Coordinator to help facilitate stakeholder meeting presentations.

The Advisory Panel will be comprised of three stakeholder members in good standing for the previous 1-year period, and will be elected from among the stakeholders to staggered, three-year terms.

Panel membership will be reassessed annually at the end of each calendar year to determine that all requirements are being fulfilled. In the event that a panel member has failed to fulfill any of their panel or regular stakeholder responsibilities, panel members will be placed on a “probationary” status and provided 30 days to respond with a letter of intent to remain a Coalition stakeholder and/or panel member. If no response is received within 30 days, panel members will be reclassified as a Coalition supporter, and will have to wait at least 6 months before reapplying for stakeholder membership. If a response is received within 30 days, panel members will be required to remedy their deficiency immediately (if possible), or at the next available opportunity. Once completed, panel members will be returned to full “stakeholder in good standing” status, and may resume their duties as panel members.

In the event a position on the Advisory Panel is vacated by resignation or by a failure to fulfill panel/stakeholder membership responsibilities, the Coalition will solicit candidates and hold an election to fill the position at the next regularly scheduled meeting, in accordance with normal election proceedings. The newly elected panel member will remain in their position for the balance of the term.

## **5. Coalition Activities & Development**

### **5.1.Meeting Designation Requirements**

In accordance with U.S. Department of Energy requirements, the Coalition must fulfill the following minimum criteria on an annual basis in order to retain their Clean Cities’ designation and affiliation:

- Submission of the annual Clean Cities Survey and Fleet/Infrastructure Inventory.
- Quarterly reporting of alternative fuel prices within our region
- The Clean Cities Coordinator must participate in 4 regional Coordinator Council conference calls each year to report on development, success stories, etc.
- Maintain and submit up-to-date information on alternative fueling stations throughout the region
- Submit a written report/update on development, success stories, fleet profiles, coalition awards/recognition, etc twice per year.

- Hold a minimum of four stakeholder events/meetings per year.
- Pending funding availability, the Clean Cities Coordinator will attend at least one DOE or industry conference per year that is pertinent to Clean Cities.
- Development of an annual operating plan that will establish annual goals/objectives for:
  - Vehicle purchases, infrastructure development, and fuel use/displacement
  - Stakeholder meetings and events
  - Outreach/education activities
  - Coalition fundraising and operational budget
  - New stakeholder recruitment
  - Travel Plan/Conference, Meeting, Training Attendance (DOE & Industry)

## 5.2. Visioning Process

On an annual basis, the Coalition leadership will be responsible for guiding discussion of what the following year's priorities and goals should be. The discussion will be structured in the following general manner:

- Identification of regional needs in terms of alternative fuels, advanced technologies, and related infrastructure
- Identification of obstacles that prevent those needs from being fulfilled
- Identification of potential solutions that would overcome the obstacles and help meet the region's needs
- Identification of potential partners and resources that could be engaged in the process
- Formulation of a written plan which prioritizes the proposed solutions
- Initiation of specific project proposals and other efforts that will lead to implementation efforts

## 5.3. Stakeholder Development

In accordance with Section 3.2.2., Coalition leadership will be responsible for providing stakeholder-only development opportunities on a regular basis. Opportunities may include training seminars, field trips, or workshops. Ideally, these opportunities will be provided at low or no-cost to Coalition stakeholders. The Coalition should host and/or sponsor a minimum of 3 such events per year.

## 5.4. Coalition Outreach Campaign

At least once a year, Coalition leadership will be responsible for leading a focused outreach campaign specifically designed to increase Coalition membership. This may take many forms, but should be targeted in such a way as to support the goals and priorities established through the visioning process, and to enhance the diversity and depth of expertise present in the Coalition.

## 5.5. Stakeholder Recognition

To recognize stakeholders for their work and participation, the Coalition should present certificates, plaques, etc. upon the achievement of member milestone years (1 year, 5 year, 10 year, etc.). Also, the Clean Cities Advisory Panel should administer an annual "Clean Cities Stakeholder of the Year" award process that will highlight the work of particularly outstanding stakeholders in the areas of outreach, education, commitment, innovation, and/or project implementation.

## 5.6. Voting Procedures

Any matter being discussed at a Stakeholder meeting may be called to a vote by any stakeholder in good standing. Voting can only take place if a quorum is reached, which is defined to be the attendance of at least 1/3 the stakeholder membership. For most votes, including those for the election of the Advisory Panel, a motion will carry by a simple majority. Amendments to the Organizational Principles & Procedures will be conducted in accordance with Section 6.

## 6. Changes in Organizational Principles & Procedures

In the event the GHCCC wishes to alter the principles and procedures contained in this document, they may do so at a regularly scheduled meeting through the following amendment process:

- Any stakeholder in good standing may propose an amendment to Sections 3-6 (except Section 5.1) by drafting a resolution describing the changes and the reasons for the proposal.
- To place the proposed amendment on the agenda for a regularly scheduled meeting, at least one Coalition leader, or two regular Coalition stakeholders, must co-sponsor the amendment.
- The draft amendment and the names of the amendment's sponsors must be included in the distribution of meeting materials prior to the meeting in which it would be brought to a vote, to allow adequate time for other stakeholders to review it.
- Voting may only take place if a quorum is present. The amendment carries with a simple majority vote.

In the event the GHCCC wishes to alter the principles and procedures contained in Sections 1-2 and 5.1 of this document, the amendment process is as follows:

- Any stakeholder in good standing may propose an amendment by drafting a resolution describing the changes and the reasons for the proposal.
- To place the proposed amendment on the agenda for a regularly scheduled meeting, at least one Coalition leader and two regular Coalition stakeholders must co-sponsor the amendment. In addition, they must obtain the consent of the agency(ies) which would potentially be impacted by the amendment.
- The draft amendment, the names of the amendment's sponsors, and the written consent from the affected agency(ies), must be included in the distribution of meeting materials prior to the meeting in which it would be brought to a vote, to allow adequate time for other stakeholders to review it.
- Voting may only take place if a quorum is present and if a representative from the affected agency(ies) is present. The amendment carries with a 2/3 "yes" vote.

Changes made to the requirements contained in Section 5.1 by the U.S. Department of Energy may be automatically incorporated into Section 5.1 without going through the amendment process.

