2013 Membership At-A-Glance
Understanding How Membership Works in the Ditching Dirty Diesel Collaborative

I have read this 5 page document in full, and share and will abide by these understandings as a DDD (check one) ___Active member / ___General member.

Signed:

Member’s printed name:

Date: (to be reviewed and signed annually)

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THE FOUNDATIONAL UNDERSTANDING

- DDD decisions do not dictate individual organization policies
- Individual organization policies do not dictate DDD policies

MEMBERSHIP CATEGORIES

DDD has two categories of members: active and general.

Active members, over the course of a year:
- Participate regularly in a committee (regularly = participated in at least one of the last 3 meetings of that committee).
- Contribute to activities of the committee and collaborative.
- Have decision-making power in the committee they are part of.
- Check-in annually with DDD on the member’s capacity (capacity = competencies and availability) and priorities for participation. Proactively inform DDD if capacity or priorities change significantly.

General members, over the course of a year:
- Attend at least one DDD meeting (either a programmatic/Freight Transport committee meeting, or another public meeting) OR
- Participate in an action OR
- Endorse a letter(s) that furthers DDD’s mission AND
- Stay connected with DDD through the listserv.
- May inform, but not make, decisions in committees they participate in.
To become a member:
1. Potential new members are invited or self nominated.
2. The Steering Committee screens for eligibility and approves general members.
3. A general member can be approved as an active member by the Steering Committee if they are invited to, and demonstrate, the capacity to regularly attend at least 2 out of 3 programmatic/Freight Transport committee meetings and contribute to the activities of the committee and the collaborative during a 6 month application period.

DDD does not typically accept members, if they
- advocate for industry
- are companies that produce diesel
- are from the chemical and petroleum industry.

In addition to members, DDD has allies that share a common interest with DDD. Allies may be called on to advise, educate, inform and support DDD.

**COMMITTEE MEMBERSHIP**

In 2013 DDD has 3 standing committees. One programmatic and two administrative:
- Freight Transport Committee (programmatic)
- Steering Committee (administrative)
- Sustainability Committee (administrative)

Committees are comprised of DDD general members and active members.

Only active members are eligible to be invited to the Steering Committee (invitations are made by the Steering Committee if/when needed).

Allies may be invited to participate in a committee for a set amount of time.

To join a committee:
1. Potential new committee members are invited or self nominated.
2. The active members of a committee will make a consensus decision regarding if, how and when an ally, general or active member may participate in the committee.

**FUNDING FOR MEMBERS**

- Active members (that have completed the 6 month application process) are eligible for receiving stipend money from DDDC grants for joint DDD work when
the active member has the capacity to carry out a piece of a DDD committee work plan.

- The Steering Committee is ultimately responsible for agreeing stipends if and when there is a match between an active member’s capacity and work that DDD has funding to carry out.
- DDD fundraises for joint work based on the committee priorities. Fundraising includes stipends for active members to carry out the committee’s work.
- DDD does not have the capacity to assist member organizations with general operating support (or fundraising for this support).

**REPRESENTING DDD EXTERNALLY** (at public meetings, conferences, letters, etc.):

- DDD will endeavor to create an annual platform of pre-approved external advocacy policies as a guideline for what active members and staff can communicate externally as DDD’s official positions in on-going business and campaigns.
- Staff must be directed by a committee to speak on behalf of DDD.
- Members must have committee approval to speak on behalf of DDD.
- Individuals will be careful to explicitly attribute comments as personal (or organizational) opinion if DDD has not taken an issue position.
- Committees may generate or sign letters taking a formal advocacy position *already included* in the pre-approved annual platform. They will do so as a formal committee decision.
- If a Committee wants to generate or sign letters taking a formal advocacy position not yet addressed in the pre-approved annual platform, then the Committee will submit a written proposal to the Steering Committee for final approval.

**DECISION MAKING**

- DDD makes decision using a consensus decision making process that takes place at committee meetings or by email. Each active member has a voice and a say in the decisions made by committees they are on. General members on a committee may inform, but do not participate in, decision-making. Dissenting opinions will have an opportunity to be heard. The fallback if a consensus cannot be reached, is a majority vote. No one member has the power to veto.
- Decisions will be documented for future reference and be communicated proactively and transparently with DDD staff and members who need to know.
- Committees have broad autonomy in making decisions related to carrying out their work.
- The Steering Committee makes decisions on:
  - Final approval of committee goals, work plans and budgets
  - Potential new work
• Policy positions
• Grants and funding to pursue
• How funding is spent where there is grant flexibility, including how stipends will be allocated.
• Who represents DDD in what forums (beyond on-going business and campaigns)
• Hiring and firing staff
• Adding and removing members

• Members will be clearly informed of decisions made that affect them. Members will conscientiously abide by those decisions.

• Active members may appeal/revisit a committee decision, as follows:
  o Decisions will only be revisited if there is a substantially different consideration that has not previously been discussed.
  o Active members must ultimately respect the final outcome. If they cannot, the member should advise the Steering Committee in writing within one week of their reasons. The Steering Committee will follow up to determine if a mutually agreeable solution can be found or if the disagreement necessitates an end to the membership.
  o Revisiting decisions will be treated as a formal committee agenda item.
  o Whenever revisiting a decision, DDD will include a recap of how the decision was originally arrived at.

• New members will abide by DDD’s past decisions.

CONFLICT RESOLUTION

• DDD members will communicate proactively around potentially contentious issues. Members commit to naming conflicts (if they are directly involved or if observing conflict among other members). Members commit to sitting down and discussing differences and to seek solutions.

• Members will maintain respectful communication. Members will endeavor to talk by phone or in-person to address conflicts rather than using email.

• When a conflict between members is not related to DDD business/positions, then resolution of that conflict is not an agenda item for DDD (and the groups are encouraged to work out the conflict directly).

• If there is conflict among members related to DDD business/positions, then conflict resolution will be a formal agenda item on the committee agenda. The Steering Committee will ultimately resolve conflicts, as a meeting agenda item, if a conflict is not resolvable at another committee meeting.

• If a member fails, or appears to fail to abide by these agreements, the Steering Committee will initiate a check-in. The member agrees to make all reasonable effort to be available to meet with representatives of the Steering Committee to explore the circumstances and whether the member can continue in good standing with the collaborative. If the Steering Committee is unable to reach a mutual understanding/solution with the member-in-question, the member may
resign in writing to the Steering Committee, or the Steering Committee may take action to end the membership by notifying the member-in-question in writing.

ACCOUNTABILITY

- Each member is responsible for on-time follow-through on work they agree to. There are no “bosses” but members are accountable to the group and each other and understand that DDD’s success depends on members following through with work.
- Members commit to be familiar with and follow DDD procedures and rules.
- Everyone is responsible for the collaborative abiding by our principles, agreements, and decisions.
- Members will ask for help when needed, and in a timely manner.