

{DRAFT} Coalition Operating Agreement Provisions {DRAFT}

These sample coalition operating agreement provisions can be used by a coalition that is not formally incorporated to structure an agreement tailored specifically to its needs and situation.

1. Name: We'll specify a name and if the coalition will use an acronym or a shortened version of the full coalition name mention that in this provision
 - a. The name of this coalition is the _____
 - b. The acronym is: _____
2. Coalition Mission: In this section, list the mission of the Coalition and the issues it will work on.
 - a. Coalition is formed with the purpose of _____ .
 - b. Coalition will work for policies in Boulder, CO that support (for example):
 - Access to public lands
 - Conservation of public lands
 - Stewardship activities on public lands
3. Coalition Partners: Determine minimum qualifications to be a Partner organization
 - a. Expertise/interest in outdoor conservation, stewardship & human powered recreation
 - b. Demonstrated ability to mobilize grassroots supporters
 - c. A minimum of at least one liaison who can devote time to Coalition activities, including participation in planned conference calls and Coalition meetings
 - d. Commitment to Coalition priorities and an agreement that the Partner will share all relevant information it has about Coalition priorities and will not work to undermine any of the Coalition priorities.
4. Partner Organizations can leave the Coalition at any time by filing a written notice to the Convening group.
5. Partner Organizations can be removed from the Coalition by a vote of 60% of the current Coalition partners. Organizations voted out of the Coalition are eligible to apply to re-join the Coalition one year from the date of removal, provided 60% of current Partners approve the application of the removed Partner.
6. Decision Making Structure: Every coalition will need to decide how it will make decisions. Many coalitions will set policy agendas with the participation of all coalition partners, but most will find that it is impractical to have all decisions made by all participants, especially with large coalitions or when a coalition needs to make decisions in a short time frame, as is common when a legislative goal is being pursued. Coalitions will typically set up a convening group or executive committee to make a range of decisions.
7. Work groups: A coalition may want to establish work groups composed of coalition partners to work on a specific task of the coalition, such as drafting policy statement, or to create coalition messages. In this section include:
 - a. Information on work group membership and how it is formed and dissolved.
 - b. Coalition Partners can establish work groups by a vote of at least three Coalition Partners. Every workgroup shall have representatives from a minimum of three Coalition Partners.
 - c. Workgroups can be dissolved by a vote of 60% of all Coalition Partners.
8. Meetings: In this section, you can establish criteria for calling and holding meetings. A Coalition may decide that all participants should meet in person or by phone on a regular basis. Most will want a method to call meetings to address pressing issues, or allow for a group of participants to call a meeting to discuss issues relevant to the Coalition's work or its operations.

- a. The Coalition shall meet in person twice a year, including once in January to elect executive committee members and at one other time as specified by the Executive Committee.
 - b. An in-person meeting may be called for by the Governing Committee or by the request of any three Coalition Partners.
 - c. Meetings by conference call shall be held on a monthly basis, except for the month in which an in-person meeting is held. Conference call meetings may be called for by the Governing Committee or by the request of any three Coalition Partners.
9. Funds: In this section, discuss whether Coalition Partners will pay dues, and if so, provide specifics on how dues amounts are calculated and when they should be paid.
10. Lists: In this section, discuss how lists can be used, or include language that will require Partner Organizations to adhere to the Coalition's list-sharing agreement (see Coalition Sign-On Agreement attached).
11. Dissolution: The Coalition may also establish criteria for its dissolution. This clause should also mention how any remaining funds will be dispersed if the Coalition will have a bank account.
12. Coalition may be dissolved by a 60% majority vote by all current Partner Organizations. In the event of dissolution, any funds remaining after all Coalition debts are paid, shall be distributed to (NAME ORGANIZATION WITH A MISSION SIMILAR TO THE COALITION).