**Statement of Purpose**

Co-op Power is a multi-class, multi-racial cooperative working for justice and sustainability in the Northeast. We operate as a decentralized network of Community Energy Co-ops who educate and activate their communities, build community owned green business and green jobs, and bring Co-op Power members and supporters valuable energy products and services that reduce our energy use, transition us off of fossil fuels, and build our energy independence.

A Community Energy Co-op’s primary responsibility is to organize and educate people in their region, work with other CEC’s to develop and bring products and services to them, and facilitate the development of green jobs and one or more community-owned, community-scale, clean energy businesses.

**Goals (Specific, Measurable, Achievable, Time-specific)**

**Priority #1: Build a strong Community Energy Co-op**

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| Goal | Suggested Timeframe | How it’s measured |
| Build your Steering Committee. Hold regular meetings. Keep agreements. Create and celebrate a positive, action-oriented culture. | As you begin and ongoing | Steering Committee Meetings to be held at least quarterly. Meeting announcements and meeting minutes are posted to basecamp in a timely manner. Track agreements with basecamp to do lists. |
| Provide leadership training for your CEC members | As you begin and ongoing | Hold at least two member gatherings a year and participation in Leadership Retreats |
| Create meaningful roles for volunteers in collaboration with Co-op Power staff. Create a culture of volunteerism within your membership. Involve a large group of members and supporters in CEC activities. | Within 6 months and ongoing | Growing number of volunteers. Work is getting done in collaboration with Co-op Power staff. |
| Become skilled as a CEC in making member-focused consent decisions in a simple and transparent manner. | As you begin and ongoing | Member input is sought out in surveys and meetings and received when member-initiated. Decisions are welcome and supported. |
| Create a home base for your CEC in your region. | As you begin and ongoing | CEC has a local address and an accessible space. |

**Priority #2: Build your multi-class, multi-race membership.**

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| Goal | Suggested Timeframe | How it’s measured |
| Build a dynamic email list of mission-aligned people who represent different classes and races in your community and provide information your members and supporters want and need | As you begin and ongoing | You add at least 50 e-mail contacts/year representing the diversity of your community; You send out at least one email a month; Your open rate stays at 25% or higher |
| Develop a local distribution system for Co-op Power products; Recruit local vendors to bring products and services to Co-op Power members and supporters. | As you begin and ongoing | You add at least one Co-op Power product or service per year, as requested by members |
| Hold Community Education Events; Participate in planning and implementing an annual Sustainability Summit | As you begin and ongoing | Well attended events are held for members and supporters at least twice a year |
| Recruit 20 members. | By the end of Year One | # of memberships paid; Memberships represent the diversity of the CEC’s region |
| Recruit 50 members. | By the end of Year Two | # of memberships paid; Memberships represent the diversity of the CEC’s region |

**Priority #3: Create a Community Energy Project that delivers energy products or services to your members.**

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| Goal | Suggested Timeframe | How it’s measured |
| Work with the Common Office to consult with your community about which green energy businesses, products & services, and jobs are needed most. | Within 6 months after CEC gets 20 members | A minimum of 200 people or 10% of your community participate (which ever is smaller); Participants represent the diversity of the CEC’s region |
| Select a project to work on. | Within 12 months after CEC gets 20 members | Project meets local community and Co-op Power criteria |
| Turn the project into a business plan working with the Common Office. | Within 18 months after CEC gets 20 members | A completed business plan |
| Submit your finished business plan to the board for endorsement. | When CEC gets 50 members | Board endorsement |
| Raise the money to implement your business plan. | Within 6 months of board endorsement | Sufficient money to launch project |
| Implement your business plan. | Within 6 months of raising the money | # of jobs  $ of loans for development  tons of carbon saved |

**Priority #4: Build a strong community.**

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| Goal | Suggested Timeframe | How it’s measured |
| Get the word out. Document the story of your project and the benefit you bring your members. Post to your webpage. Share with local news. Table at local events. | From day one; ongoing | Monthly progress report to the board with pictures and testimonials. |
| Build Partnerships with other mission-aligned organizations. Find creative ways to collaborate and support each other’s organizations. | Once you get 50 CEC members | A minimum of five partnerships; partnership activities and outcomes documented |
| Build a strong Co-op Power. Find ways to support the success of the other CEC’s and find ways they can support your success. | Within 12 months of forming your CEC | CEC members participate in regional events, training, regional business development projects, and projects sponsored by other CEC’s, etc. CEC has an active representative to the board of directors.  CEC has active representatives on other board committees. CEC contributes a revenue stream to Co-op Power as a whole. |
| Participate in public policy advocacy and elect candidates to public office that build a sustainable and just energy future | Within 3 years of completing your first project | Policies and public officials elected to build a sustainable and just energy future |

**Agreements**

Our Community Energy Co-op is part of a decentralized network that makes up Co-op Power.

The Board, Common Office Staff, and the Community Energy Co-ops of Co-op Power agree to:

1. Be as committed to the success of other Community Energy Co-ops as we are to the success of our own Community Energy Co-op.
2. Be committed to the success of our Common Office and shared resources as we are to the success of each Community Energy Co-op.
3. Invest our member equity in asset building projects initiated by our CEC’s (as determined by the Steering Committee) and regional projects initiated by our network of CEC’s (as determined by the Co-op Power Board).
4. Allow each new member to choose to dedicate their member equity to a project on the list of projects adopted by any CEC or the Board when they join.
5. Create a leader-full cooperative and strong relationships between CEC Leaders by participating in designing and leading Leader Retreats at least two times a year.
6. Connect our CEC’s and Co-op Power overall to a strong network of organizational and business partners at the local, county-wide, state, Northeast regional, US, and international levels.
7. Provide CEC’s with education and outreach resources including: community organizers, outreach materials, trainers, presenters, dynamic websites, and other online tools.
8. Provide CEC’s with clean energy products and services and customer service resources.
9. Provide CEC’s with community-scale clean energy business development resources: business plans, capital models, financing, etc.
10. Provide CEC’s with good green job training, placement, and career development services.
11. Provide CEC’s with a shared database, financial management, purchasing, liability insurance, HR, legal compliance, and management services.
12. Appoint a Chair for each CEC with input from the CEC. The Chair oversees the CEC’s operations. The Chair is responsible for communicating what the Board and other CEC’s need and want from their CEC.

Our Community Energy Co-op agrees to:

1. Build a multi-racial, multi-class movement.
2. Work for justice and sustainability.
3. Make agreements by consent both at member meetings and in our Steering Committee meetings. Consent decision making includes all members present. (See below.)
4. Operate in an open, transparent, collaborative manner.
5. Elect a Co-op Power member in good standing to serve as a Co-op Power board member.
6. Work for the mutual benefit of all Councils and the Common Office.
7. Participate in Regional Leadership Retreats two times a year.
8. Be proactive in developing a decentralized network of self-organizing CEC’s.
9. Participate in mediation if there are issues you are unable to resolve directly with the board, the staff, or other Community Energy Co-ops.
10. Make key decisions in consultation with the Co-op Power members in our region.
11. Make decisions about what green jobs and green businesses to support in consultation with community leaders and people in our region.
12. Give all of the members in our region adequate notice for all of our member meetings and steering committee meetings so that they can participate and give their input as they’d like to.
13. Distribute Steering Committee and Member meeting notes to our members, meeting participants, our Common Office Contact, the Co-op Power CEO and the Board Chair in a timely manner.
14. Get board approval for all use of our member equity.
15. Get the Co-op Power’s CEO signature on all grant applications, agreements, and contracts.
16. Provide ways for members and supporters to be as involved as they’d like to be.
17. Enter all contact information in the common database.
18. Send in all checks and financial information to the common office/accounting.

**Decision Making**

CEC annual meetings coincide with Co-op Power Annual Member Meetings. Our CEC elects our board representative at the annual Co-op Power Member meeting. Special CEC member meetings follow bylaws for special Co-op Power member meetings. Steering committee meetings follow bylaws for Co-op Power board meetings.

CEC and Steering Committee decisions shall be made using a Consent Model. Consent decisions will be made when no one raises an objection to a clearly stated, formally proposed decision. Should there be an objection, arguments for the objection must be given; an objection without reasoned argument will not be considered.

If someone at the meeting believes the discussion is not arriving at a consent decision in a timely manner, he or she can request that the group make the decision with a vote. If a majority of members at a member meeting or by steering committee members at a steering committee agree to use a voting process, the decision will be made by a vote. The majority rules in all voting decisions except a supermajority is required to choose a business development project, invest member equity, or make structural changes in the CEC.

A director appointed by a Community Energy Co-op may be removed at any time by the Community Energy Co-op subject to any requirements or restrictions contained the project agreement for the Community Energy Co-op.

**Reporting and Communication**

* Our CEC’s Steering Committee is a subcommittee of the Co-op Power Board of Directors.
* The Board agrees that our CEC can take any action without additional permission that works toward the goal and keeps the agreements.
* Our CEC reports to the Board monthly at the Regular Board Meeting using the CEC Board reporting template.
* Our Steering Committee is represented by our CEC Board representative at the Co-op Power Board meetings. Our Board Representative is responsible for communicating what we need and want from the Board and from the other Community Energy Co-ops.
* The Chair of our Steering Committee is appointed by the Co-op Power Board with input from our CEC. The Chair oversees our CEC’s operations. The Chair is responsible for communicating what the Board and other CEC’s need and want from us.
* The CEO of Co-op Power is the CEO of our Community Energy Co-op. S/he or his/her designee attends our Steering Committee meetings and reports on the activities of staff working for our CEC using a template we agree on. The staff report directly to the CEO, so we oversee their activities through our oversight of the CEO.

**Available Resources**

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| For each person from our Community Energy Co-op who joins Co-op Power and pays for their membership, the first 25% goes to the Common Office to support member benefits and the membership program. The next 25% pays for a Co-op Power Energy Advisor to conduct a member orientation/site visit to help them develop their Five Years to Fossil Fuel Freedom and the last 50% of what they pay is available to invest as loans or equity investments in revenue producing community asset development project of their choice. |