

Washington Climate Assembly: Roles and Actors

Initiating Team (undertaken by [People's Voice on Climate](#))

The group of activists who, under the guidance of the [Design Team](#):

- Conceived the idea of this Assembly.
- Conducted initial outreach, education, and information sessions for lawmakers, agencies, tribal governments, funders, NGOs, subject matter experts, and the general public.
- Received the [endorsement of five key State House committee chairs](#).
- Put the organizational structure and funding in place for launching the Assembly.
- Contracted with the [Public Sphere Project](#) to serve as its fiscal sponsor.
- Issued an RFP and convened a community team which hired [Cascadia Consulting Group](#) to be the [Coordinating Team](#) to run the Assembly, under the guidance of the [Design Team](#).
- Assembled a [Monitoring Team](#) and is providing staffing and support as needed.
- Will be recruiting an Advisory Team to advise the Monitoring Team on issues related to compliance with Assembly standards.
- Will prepare a report documenting its process.

Design Team (undertaken by [Center for Climate Assemblies](#))

- Provided Pro Bono support to the [Initiating Team](#) in planning for an Assembly..
- Drafted the Rulebook and took part in its adoption process.
- Advises the [Initiating](#) and [Coordinating](#) Teams regarding best practices.

Coordinating Team (undertaken by [Cascadia Consulting Group](#))

Independent experts on public process and facilitation who plan and run the Assembly under the guidance of the [Design Team](#).

- Organized the feedback process for the community to advise on the specific topic for the Assembly.

- Organized the feedback process for the community to advise on the Assembly participant selection criteria.
- Managed the selection of Assembly participants under the advisement of the [Design Team](#) and supervision of the [Monitoring Team](#).
- Participated in the drafting of the Assembly Rulebook and then runs the Assembly according to the Rulebook, under the oversight of the [Monitoring Team](#).
- Sets the agenda for the Assembly, including selecting experts and other interested parties to speak to the Assembly, in consultation with state and inter-Tribal government officials, experts, NGOs, subject to appeal to the [Monitoring Team](#).
- Branded the Assembly and conducted recruitment and public outreach through graphics, logo, printed and social media, PR, website, live streaming, and delivery of Assembly recommendations and final report.
- Assists in the delivery of recommendations to the legislature.
- Distributes honoraria for various Assembly roles.

Monitoring Team (recruited by the [Initiating Team](#) per [these procedures](#))

- Participates in the drafting of the Assembly Rulebook.
- Oversees the process of random selection of Assembly Members.
- Monitors compliance with the Rulebook.
- Considers reports of possible violations of the Rulebook and requests corrective action if necessary.
- If necessary, initiates the arbitration procedure outlined in the Rulebook.
- Appoints observers to attend Assembly meetings during the closed part of the Assembly (plenary sessions only).
- Receives staff support from Peoples' Voice on Climate.

[People's Voice on Climate](#), an unincorporated Association

- Provides staff support to the [Monitoring Team](#).
- Will continue to promote and secure support for the WA Climate Assembly and future ones.
- Will advocate on behalf of recommendations which emerge from the Assembly.