

DRAFT Sebastopol Climate Action Committee (SCAC) Project Generation & Development:

1. Generate Idea (individually, in a Working Group, from a meeting, research, **reference Framework** etc.)
2. Discuss Idea with Working Group or colleagues in below-quorum format (ie, fewer than 7 SCAC members)
3. If there is Agreement on the merit of the Idea, brainstorm to clarify Goals & Benefits
4. Relate Goals & Benefits to SCAC and City goals or priorities (research)
5. Identify Concerned Parties -- who would benefit? Who would have to do the work?
6. If possible, Discuss proposal with Concerned Parties
7. Complete [SCAC equity matrix](#) and attach to project proposal outline (see step #8)
8. Formalize Proposal for Informational Presentation to SCAC ([via proposed outline document](#))
9. Discuss with SCAC, integrate Feedback to further refine Proposal
10. Identify any City Departments or Committees who would have a stake in the proposal, Discuss with them
11. Formalize Proposal further (in Working Group) for Approval by SCAC
12. Meet with SCAC to seek Approval or further feedback
13. Engage with any other Concerned Parties as needed or appropriate
14. Clarify process for recommendation or request to City Government (eg, which Department to hand off to or collaborate with)
15. Launch Proposal, track Implementation and Feedback
16. Ask for Help as needed from SCAC leaders (Currently Kenna and Josho)
17. **Present [Proposal/Recommendation](#) sheet to City Council**