



denver **STREETS PARTNERSHIP.org**
Advocating for people-friendly streets in Denver

Denver Streets Partnership Coalition Governance Memorandum

Updated of March 28, 2023

The **Denver Streets Partnership (DSP)** is a coalition of community organizations advocating for people-friendly streets in Denver.

Our Vision

We envision an equitable and vibrant Denver where human dignity is the guiding principle for our transportation system and communities, with living, public spaces that allow everyone to thrive and connect to what matters most to them.

Our Mission

We advocate for the cultural and systemic changes necessary to reduce our city's unsustainable dependence on cars and to design communities that put people first.

The DSP Coalition is made up of nonprofit, private, and philanthropic sector entities with expertise, interest, and work related to DSP's mission and vision. The purpose of the coalition is to:

1. Bring a holistic perspective to the development of DSP policy priorities and campaigns through active engagement of a diverse coalition membership that reflects the makeup of the Denver region and the intersectionality of transportation with other issue areas.
2. Elevate and amplify the voices of people and communities that are historically marginalized and disproportionately negatively impacted by transportation policies, such as communities of color and low-income communities.
3. Facilitate coordination among mobility advocacy groups focused specifically on walking, biking, or transit.
4. Increase the collective power and influence of DSP and DSP Coalition members.

This memorandum lays out the operating principles, structure, and other relevant elements of the governance and management of the DSP Coalition.

The Denver Streets Partnership Structure

1. Staff

- a. A paid DSP Executive Director, an employee of Bicycle Colorado, leads DSP and reports to the Bicycle Colorado Executive Director.
- b. Other staff or consultants may be hired by the Executive Director as needed and as approved through Bicycle Colorado.
- c. The Executive Director is responsible for developing and executing DSP's strategic framework and work plan, overseeing all of DSP's day-to-day operations, and supporting the DSP Coalition.
- d. The Executive Director speaks on behalf of DSP and takes positions on mobility issues consistent with DSP's mission and vision.

2. Coalition

- a. DSP receives input and support from the DSP Coalition. The primary responsibilities of Coalition members are to:
 - Allow the organization's name to be listed as a DSP Coalition member on promotional and educational materials, such as the website and fact sheets. Members are also encouraged to include the DSP logo on their own website and relevant materials.
 - Learn about DSP issues and provide input on key strategic questions
 - Share relevant information with DSP staff and the Advisory Council
 - As appropriate, participate in DSP policy campaign activities which may include, but are not limited to:
 - a. Attending DSP events
 - b. Speaking at public meetings
 - c. Signing on to DSP letters to decision-makers
 - d. Sharing information with supporters
 - Act as ambassadors for DSP
- b. Nonprofit, private and philanthropic sector entities that have a demonstrable commitment to DSP's mission, vision, and values are eligible to be members of the Coalition.
- c. Coalition membership is granted to organizations, not individuals.
- d. Organizations must apply to join the coalition, and apply to renew their membership on an annual basis.
- e. The DSP Executive Director will review all applications and grant membership to organizations that meet the criteria outlined above.

3. Advisory Council

- a. The DSP is guided by an Advisory Council. The primary responsibilities of the Advisory Council are to:

- a. Provide input on the DSP mission, vision, values, commitment to equity, priorities, and strategies for furthering the mission
 - b. Ensure the focus of the DSP is truly multimodal, with full consideration of people walking, biking, rolling and using transit in all initiatives
 - c. Hold the DSP accountable to our commitment to equity
 - d. Advise on DSP policy positions
 - e. Work together and with DSP staff to research, develop, and carry out policy campaigns
 - f. Participate in DSP policy campaigns by:
 - i. meetings with government officials
 - ii. comment at public meetings
 - iii. letters to decision makers
 - iv. participation on City task forces or advisory groups
 - v. participation in DSP events
 - vi. distribution of DSP messages to the Denver community via newsletters, social media posts, or similar methods
 - g. Assist with recruitment of new DSP Coalition and Advisory Council members
 - b. Up to 12 coalition members may serve on the DSP Advisory Council. Organizations may indicate interest in serving on the Advisory Council when applying to join the coalition, or to renew their coalition membership.
 - c. The DSP Executive Director will select Advisory Council members based on the following criteria:
 - a. Alignment with DSP’s mission, vision, and values
 - b. Diversity of perspectives that reflect the make-up of the city, the intersectionality of transportation with other issue areas, and the range of policy issues that the DSP is actively working on
 - c. Representation of communities that have traditionally been excluded from decision-making, such as communities of color and low-income communities
 - d. Up to three Advisory Council seats are reserved for mobility advocacy organizations focused specifically on walking, biking, or transit
 - d. The Advisory Council will meet every other month, or more frequently as needed. Members are expected to prioritize attendance at Advisory Council meetings.
 - e. Advisory Council members that hold the seats reserved for mobility advocacy organizations will have standing time on each meeting agenda to provide updates and/or seek input on their advocacy activities.
 - f. Attendance at Advisory Council meetings is restricted to Coalition members and invited guests.
4. Ad Hoc Committees
- a. DSP will utilize ad hoc committees on an as-needed basis to further specific objectives.
 - b. Ad hoc committees will have specific, time-delineated tasks or campaigns to complete. Once the task or campaign is complete, the ad hoc committee will disband.

- c. Ad hoc committees will be chaired or staffed by a DSP Advisory Council or staff member. Membership will be open to any organization or individual whose work positively furthers the objectives of the committee.
- d. Ad hoc committees may be created by the DSP Executive Director or any staff who the DSP Executive Director authorized to create a committee.