

West Branch LSR Watershed Committee OPERATING PROCEDURES

(Approved March 26, 2007 by the West Branch LSR Watershed Committee)

Mission: The mission of the West Branch LSR Watershed Committee is to form a respectful and productive relationship amongst committee members and governmental entities with jurisdiction in the West Branch of the Little Spokane River Watershed. This collaborative effort will work to: address water resource issues, secure funding for future planning and implementing of agreed upon solutions, and incorporating responsible stewardship and best management practices.

Project Area:

The project area includes all territories within the West Branch of the Little Spokane River Watershed and its tributaries.

Name:

West Branch LSR Watershed Committee

Committee Membership:

- a. Initial Membership: Individuals (or their alternate) in attendance two of four Committee meetings held between October 24, 2006 and December 11, 2006, may be Committee members after membership interest is expressed to the Committee.
- b. Membership Additions: After an individual eligible to participate in the Committee has attended three regular monthly Committee meetings the individual may request Committee membership. Eligibility is determined through a water resource interest in the watershed. Meeting agendas should contain a line item asking if any who have met the membership qualification wish to become official members.
- c. Membership Withdrawals: Any Committee member shall have the right to withdraw in writing from the planning process at any time. The Committee will be notified of all withdrawals. All members agree that if a member withdraws, they shall not be deemed part to any plan or agreement and shall not be bound thereby.
- d. Membership Removals: An existing Committee member may be removed from voting status, if the member (or their alternate) fails to attend for three consecutive regular monthly Committee meetings. Membership removal will be confirmed by a simple majority vote by the committee on a routine basis. Notice will be provided to the Committee member after the second consecutive missed meeting by POCD.

Committee Member Responsibilities

- 1) Attend meetings.
- 2) Represent their group's/agency's interests, as applicable.
- 3) Adhere to the Code of Conduct.
- 4) If a Committee member cannot attend a meeting, it is his/her responsibility to assign an alternate representative and to catch up on missed information before the next meeting.

Committee Meetings

- 1) Regular meetings shall be held the fourth Monday of the month at the Riverside Fire Station 3818 E Deer Park - Milan Rd, Riverside at 6:30 p.m. unless otherwise scheduled by the Committee. Changes in meeting dates, times, and/or location of Committee meetings will be posted to the West Branch LSR Watershed Committee website located at: <http://spokanecounty.org/wqmp/projects/ASP/WestBranch.asp>
- 2) All meetings shall be open to the public. The public will be encouraged to provide input or voice concerns during the first and last 10 minutes of the meetings. Written public comments are always welcome and will be added to the meeting summary.
- 3) Meetings will start on time and end on time, unless extensions are approved by a majority vote of the members at the meeting.

Committee Decision Making

- 1) Quorum

The Committee can only engage in decision-making when a quorum is present. A quorum is defined by the Committee as 60% of members. A quorum will be required to qualify as an official Committee meeting. If a quorum is not present, attending members can continue to meet and informally discuss topics. A meeting summary will be prepared describing that no quorum was present. A proxy vote or email from a Committee member to the facilitator stating a position on an issue to be voted upon will be counted to establish a quorum (assuming the Committee member is in good standing with meeting attendance and they were originally counted as part of the quorum).

2) Consensus Approach

In so far as possible, all decisions of the Committee will be by consensus. For the purposes of the process, the Committee defines *consensus* as “no negative vote;” this allows Committee members to say, “I can live with the decision and accept it, even though it may or may not be exactly what I want.” When consensus cannot be achieved, the facilitator will attempt to get the differences of opinion out on the table for further discussion.

The Committee will strive to reach consensus until:

- a) The members present decide by majority vote that discussion has reached the point where no new ideas or perspectives are likely to be brought to the table and, taking into account the significance of the issue, ample opportunity has been provided between meetings for the development of new ideas, or
- b) An impending deadline critical to the unit's progress will be missed if a decision is not made immediately.

2) In the Event that Consensus Cannot be Reached

- a) Each Committee member receives one vote.
- b) Any committee member not present at a meeting automatically forfeits her/his right to vote on any issue presented for vote at that time. However, a Committee member may designate an alternate who is eligible to vote in lieu of the committee member in the committee member's absence. A Committee member may also write to the facilitator as to their vote before the upcoming meeting.
- c) Where consensus cannot be reached approval for purposes of participation shall occur only when a quorum is present. At such times a quorum is present:
 - i) **administrative** approvals shall be made by a simple majority (50% of the voting members present plus one), and
 - ii) **non-administrative** approvals shall be made by a super majority (defined within the Committee as 75%).
- d) If requested, any Committee member participant present will be granted a designated time, agreed by consensus of the group at the meeting and not to exceed ten calendar days, to consult with his/her organization before such a deciding vote is cast.

- e) No decision may bind any participating member organization or government to an obligation without its consent. The parties recognize the planning process is a progressive endeavor and agree to work together to preserve decisions made after due consideration and opportunity for full participation, absent a good reason for not doing so.

Procedural Order of Committee Meetings

- 1) Facilitator shall call the meeting to order and pass around the sign-in sheet.
- 2) Facilitator shall call for review, comment and approval of previous meeting summary.
- 3) The facilitator will direct the Committee meetings according to the written agenda.
- 4) The facilitator may call for a vote to limit discussions or table the discussion for the next meeting.
- 5) Public comment will be taken for up to 10 minutes at the beginning and end of each meeting.
- 6) By simple majority vote Committee members may extend public comment periods, and/or schedule additional public information meetings to encourage more extensive public comment.
- 7) At the close, the facilitator will:
 - a) Set draft agenda items for the next meeting.
 - b) Assign tasks.
- 8) The facilitator shall call for adjournment of meeting.

Conduct of Committee Members

Everyone who participates in this process is responsible for the Committee's progress, success, and quality of work.

- 1) Conduct during meetings

Committee members (and alternates) commit to:

- a) Raise their hand when they wish to speak,
- b) Refrain from speaking until recognized by the facilitator,

- c) Listen carefully to each other,
- d) Treat each other with respect and courtesy,
- e) Agree that all relevant watershed issues identified by any member must be considered by the Committee,
- f) Be brief and concise as possible when addressing specific topics,
- g) Remain on pertinent topic,
- h) Request clarification whenever necessary,
- i) Make statements that attempt to educate or explain,
- j) Refrain from any personal attacks directed towards other members or organizations,
- k) Strive in good faith to reach consensus on decisions,
- l) Be solution oriented.

2) Conduct between Meetings

It is the responsibility of Committee members (and alternates) to:

- a) Refrain from releasing draft documents to the public
- b) Inform those they represent about issues, progress, and decisions
- c) Carry out assignments on schedule
- d) Individuals may represent their own opinion in a public forum or interviews as their own opinions, but will make it clear this may not be the opinion of the Committee
- e) Respect and support the integrity of Committee decisions outside the meeting room.

3) Conflict of Interest. Committee members will not engage in any activity viewed as a conflict of interest, real or apparent, including participation in the selection, award or administration of a sub-grant or contract supported by future grant funds unless approved by the Committee (disclosure required). Conflict of interest shall include financial gain, employment, contracting or sub-contracting with the contractor.

Media Releases

Official communications representing the West Branch LSR Watershed Committee will be by periodic Committee-approved press release only, which may include publications of record representing the involved government agencies.