

CHARTER

Marine Reserve Community Team

February 5, 2010 Draft

This DRAFT charter has been developed by the facilitator based on the draft Bylaws and Expectations distributed at the first meeting, experience working with other consensus-based processes, and ground rules developed for the Redfish Rocks Pilot Marine Reserve.

I. Purpose/Scope of the Community Team

The purpose of the marine reserves Community Team is to further evaluate the _____ marine reserve site as recommended by the Ocean Policy Advisory Council (OPAC) and House Bill 3013 and make final recommendations to Oregon Department of Fish and Wildlife (ODFW) by October 2010. The starting point for the evaluation and recommendation is the site boundaries and proposals recommended for further evaluation. Through a consensus building process, each Community Team will further evaluate the proposed area and determine if modifications are needed to ensure the sites remain ecologically meaningful while avoiding significant social and economic impacts.

More specifically, the Community Team will:

- Determine meeting logistics and schedules to ensure recommendations are completed by October 2010.
- Select a chair and vice-chair or co-chairs to work with a facilitator to conduct meetings.
- Facilitate communication and gathering and exchange of information needed to develop recommendations.
- Bring the concerns and perspectives of stakeholder constituencies to the Community Team meetings for discussion and consensus building.
- Communicate with stakeholder groups on the substance of discussion, activities occurring, and decisions to be made at the Community Team meetings.

The Community Team will attempt to follow an agenda at each meeting that balances the need to expeditiously complete the task and provide a forum for discussion and action on issues. Draft agendas will be posted on the Oregon marine reserves website and mailed to Community Team members and members of the public subscribed to the marine reserves listserv prior to Community Team meetings. There will be an opportunity for the public to provide written or oral comment at every Community Team meeting.

The Community Team will likely need to meet for at least a couple hours once or twice a month. Additional meetings may be called by the chair or a majority of the members of the team. Every effort will be made to give notice of meetings at least one week before the meeting and notices will be posted to the Oregon marine reserves website and listserv for the public. Every effort will be made to provide meeting summaries, including consensus and voting results, to members at least one week before the next meeting. Meeting summaries will be approved, with any necessary changes, by quorum at the next regular meeting and final summaries will be posted to the Oregon marine reserves website for the public.

II. Roles and Responsibilities

Representatives

All Community Team representatives will actively participate in the consensus-building process to make a recommendation to ODFW regarding the potential marine reserve site.

Representatives will engage in the Community Team meeting discussions and will vote on issues, as necessary. In addition, members commit to:

- Representing the interest group for which they are listed, and being responsible for keeping that group informed. Staff can assist with such networking where desired.
- Engaging alternates in the consensus-building process as described below.
- Preparing for and participating in all meetings to the extent possible.

Alternates

Alternates are encouraged to attend meetings to stay informed and provide additional expertise and insight as appropriate. The representatives will work with the alternates to decide the most appropriate person to engage in the discussion based on the member's expertise and knowledge. The alternate may be given proxy by the representative to replace the representative in discussion and voting capacity. Automatic proxy is given to the alternate when the representative is not present. If alternates are unable to attend meetings, it is the responsibility of the representative and alternate to ensure the alternate stays informed and is ready to fill in if needed.

Unless proxy is given, only representatives will speak and make decisions for their interest group or organization at those meetings at which they are present. However, the facilitator may choose to receive input from alternates to the extent that it does not limit or interfere with discussion/decision-making by Representatives.

Representatives and alternates are encouraged to caucus as a group to develop and respond to proposed recommendations.

Chair and Vice-Chair

The Community Team may choose a chair and vice -chair from among Community Team representatives. Alternately, the Community Team may choose to designate co-chairs from among differing interest groups.

The chair and vice-chair will work with the facilitator, ODFW and Sea Grant to:

- Assist in developing agendas for Community Team meetings.
- In coordination with the facilitator, ensure full and constructive participation of representatives in discussions and decision-making.
- Help ensure that the conduct of representatives, alternates and the public conforms to the expectations for the decision-making process and behavior defined herein.
- Assist in responding to individual representative concerns and issues raised outside of meetings.

Facilitator

Meetings will be led by a neutral, professional facilitator selected by ODFW. In coordination with the chair and ODFW/Sea Grant staff, the facilitator will encourage full and safe participation by representatives in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the expectations for the decision-making process and behavior defined herein. The facilitator will prepare summary minutes, reflecting key issues, agreements and other aspects of meetings.

Members will not interfere with the facilitator's conduct of meetings. Concerns regarding how meetings are being facilitated may be brought to the attention of the chair and the facilitator in manners and at times that they do not disrupt meeting activities, e.g. during breaks in meetings or between meetings.

Unless a specific need for such is identified by the Community Team, the functions of a timekeeper will be performed by the facilitator. Such functions include ensuring that, to the extent feasible, meetings start and end on time and that time allotted for agenda items and comments is adhered to.

Staff

ODFW and Sea Grant will attend all meetings of the Community Team, assist in developing the meeting agendas with the facilitator and chair, provide technical and staff support, provide guidance on the timeline of marine reserve recommendations, and provide additional information (e.g., biological, social, economic and procedural) to the Community Team to facilitate the discussion. ODFW and Sea Grant will also help ensure community team members adhere to the charter.

The ODFW Community Team Support Leader will serve as the main ODFW contact for team members, the public and the media; assist with crafting agendas; distribute meeting summaries and background materials; and secure meeting venues.

III. Commitment to Decision-making Process

The Community Team will endeavor to reach consensus on decisions regarding marine reserves recommendations; closely split votes will not be considered as a strong recommendation. A consensus process will enable the teams to freely discuss issues and to arrive at a decision.

Consensus is a participatory process whereby, on matters of substance, the representatives strive for agreements that they can accept, support, live with, or agree not to oppose. Consensus means that no representatives voiced objection to the position and they agree not to oppose the position.

Expectations for the decision-making process include:

- A. The Community Team agrees that consensus has a high value and that the Team should strive to achieve it. As such, decisions on Community Team recommendations will be made by consensus of all present participating members in their representative capacity. They shall be empowered to represent their group, after agreed upon consultation.
- B. Tentative agreements may be made at meetings pending the opportunity for representatives to consult with their necessary constituencies. This will be done on a timely basis.
- C. The commitment to work for consensus means that members will participate in the give and take of the process in a way that seeks to understand the interests of all and will work together to find solutions workable for all.
- D. When consensus cannot be reached, the facilitator or chair may initiate or entertain a motion to vote on the issue. Representatives may make motions and seconds. All motions must be seconded to be acted upon.
- E. If no consensus is reached on an issue for proposed Community Team recommendation, minority positions will be documented. Those with minority opinions are responsible for proposing alternative solutions or approaches to resolve differences.
- F. Meetings will be conducted in a manner deemed appropriate by the chair and facilitator to foster collaborative decision-making and consensus building. Robert's Rules of Order will be applied when deemed appropriate by the chair or facilitator.

- G. The Community Team may establish working groups to address research topics or issues or to resolve differences about team recommendations. Working group deliberations will be open to all Community Team representatives.
- H. Community Team members will honor decisions made and avoid re-opening issues once resolved.
- I. The Community Team will strive to make decisions within the agreed-to timeframe.

The facilitator will draft a report that outlines the issues discussed, the areas in which there is consensus, and any remaining issues on which consensus was not reached. Included in that report will be the summary notes from each Community Team meeting. Members will have the opportunity to review, make corrections and then sign-off on the report prior to submission. They may supply any alternative views or comments directly to ODFW.

IV. Open Process

All meetings of the Community Team will be open to the public. The Community Team, with the assistance of the chair and facilitator, will decide the level of participation of the public and observers attending meetings, taking into consideration the length of the agenda and the opportunity for members to speak on all issues.

V. Ground Rules for Conduct of Community Team Members

All participants agree to act in good faith in all aspects of these discussions. This includes being honest and refraining from undertaking any actions that will undermine or threaten this process. It also includes behavior outside of meetings.

Expectations for behavior of Community Team members during and outside of meetings include:

- A. Members agree to be respectful at all times of other representatives, alternates and audience members. They will listen to each other to seek to understand the other's perspective, even if they disagree. One person will speak at a time. Side conversations and other meeting disruptions will be avoided.
- B. Members agree to make every effort to bring all aspects of their concerns about these issues into this process to be addressed.
- C. Members agree to refrain from personal attacks, intentionally undermining the process, and publicly criticizing or misstating the positions taken by any other participants during the process. Concerns regarding personal attacks or intentional misinformation will be brought to the attention to chair, facilitator or ODFW/Sea Grant. If evidence justifies, the offending member will be advised of such concerns. Continued violations of these ground rules may result in removal by ODFW of the member from the Community Team in consultation with the chair, facilitator, and Sea Grant.
- D. Any written communications, including e-mails, blogs and other social networking media, will be mindful of these procedural ground rules and will maintain a respectful tone even if highlighting different perspectives. Members are reminded that e-mail, blogs and other social networking media may be considered public documents. E-mails and social networking messages meant for the entire group will be distributed via the project team.
- E. Individual Community Team representatives and alternates agree to not present themselves as speaking for the Community Team, without specific direction and approval by the Community Team.

- F. Non-members may attend meetings as observers, provide comments during public comment periods, and submit written comments for distribution to the Community Team, but may not otherwise participate in the Community Team's deliberations.
- G. Requests for information made outside of meetings will be directed to the Community Team Support Leader or facilitator. Responses to such requests will be limited to items that can reasonably be provided within a reasonable amount of time.
- H. All participation in this process is voluntary and may be withdrawn. However, members agree that before withdrawing they will discuss the reason for their withdrawal with the facilitator and the other members and will give the Community Team the opportunity to understand the reasons for withdrawal and to encourage continued participation, if appropriate.