

# **Mokelumne / Amador / Calaveras IRWMP Update**

## ***Governing Procedures Guidebook*** **for the** **Regional Participants Committee**

### **Introduction**

The Regional Participants Committee (RPC) is a diverse committee organized with the primary objective of bringing stakeholder interests to the forefront during the development of the Mokelumne/Amador/Calaveras (MAC) Integrated Regional Water Management Plan (IRWMP) Update (MAC Plan). Members of the RPC are expected to represent the views of their organization or interest group within the community, commit time to take part in the process, and work collaboratively with other RPC members, project staff (e.g., project manager, project consultants), and Upper Mokelumne River Watershed Authority representatives.

Participants in the RPC include residents, industry, community leaders/representatives, public agencies, community organizations and key watershed stakeholders. RPC members will learn from, and share with, one another regarding regional water resource issues while contributing to the overall plan update knowledge base. RPC members will provide input about various aspects of the plan update including regional water supply and demand, water resource opportunities and constraints, and environmental considerations. Member opinions, recommendations, and other contributions will be important factors in the success of this project.

For the advisory committee process to go smoothly, it will be helpful for those involved to agree at the outset on the purpose of the process and on the procedures by which the group will govern its discussions and decision making. This Governing Procedures Guidebook is intended to enable the RPC to help fulfill the project's three co-equal goals: (1) ensure development of a competitive updated MAC Plan, (2) ensure development of a comprehensive updated MAC Plan, and (3) complete the MAC Plan update on time and within budget.

### **A. Representation and Participation**

1. RPC members are asked and encouraged to participate as follows:

- Designate one representative, and if appropriate one alternate, to ensure representation at all RPC meetings.
- Attend and participate in RPC meetings. For RPC members who are unable to attend RPC meetings, provide input via alternative communication options (e.g. email, telephone, conference call/web-based meetings).
- Where applicable, specifically represent the interests and needs of any Disadvantaged Community (DAC) lying within the RPC member's jurisdiction.
- Review and provide timely comments on draft work products.

- Review and provide timely comments on final draft Plan update.
- Review and provide timely comments on new project descriptions which meet new DWR standards.
- Adopt, or provide written support for, the updated Plan.

Some of these actions are discussed further below.

2. The goal of this process is to have RPC members engaged in discussion and reach consensus on MAC Plan content and recommendations. Straw votes may be taken from time to time to gauge the level of agreement on specific issues. Efforts should be made to accommodate the concerns of all parties.
3. The RPC will serve as the MAC Plan's primary advisory body. In that capacity, the RPC is expected to provide advice, support and constructive criticism. Project staff will incorporate or otherwise reflect the comments and recommendations of the committee members into MAC Plan work products.
4. RPC members should be aware of the budget and schedule constraints that drive the project and be comfortable in working within these constraints.
5. With the RPC's consent, new committee members may be added to the RPC after the first meeting is held.
6. Any current member may terminate membership upon submittal of thirty (30) days written notice to the RPC. Upon termination, the former member shall have no obligation to participate in the RPC. With the RPC's consent, a terminating member who wishes to maintain his or her organization's presence on the RPC may be replaced.
7. RPC membership is completely voluntary and is not a paid (money or in-kind) position.
8. Members will be asked to abide by the following procedures to cultivate a venue for constructive discourse.
  - Let one person speak at a time.
  - Treat one another with courtesy.
  - Be honest, fair, and as candid as possible.
  - Respect time constraints and be succinct.
  - Civility is required.
  - The personal integrity and values of each member will be respected by other members, including the avoidance of personal attacks and stereotyping.
  - The motivations and intentions of members will not be assumed nor criticized.
  - Come with an open mind and respect for other's interests and differing opinions.
  - Think outside the box and welcome new ideas.
  - Commitments will not be made lightly and will be kept.
  - Delay will not be employed as a tactic to avoid an undesired result.

- Disagreements will be regarded as problems to be solved rather than as battles to be won.
9. Every member will check back with their respective organization or constituency and will keep them aware of the ongoing RPC process and actions. Input from senior staff and/or governing boards of the RPC members will be communicated back to the RPC at its next meeting. Any dissension from the respective organizations' decision-making bodies that could affect acceptance of RPC recommendations will be clearly communicated at each meeting so a solution can be sought.
  10. Outstanding issues or concerns of RPC members will be brought to the RPC first. Members will not communicate their concerns and issues outside of the committee without first bringing them to the RPC.
  11. Every member is responsible for communicating their position on issues under consideration. It is incumbent upon each member to state the interests of the organization or group they represent. Voicing these interests is essential to enable meaningful dialogue and full consideration of issues by the RPC. If a RPC member does not attend a RPC meeting or communicate their viewpoint on an issue, it is assumed that they agree with decisions and recommendations made by the RPC. If a member's interest is conveyed to another member or project staff outside of a meeting, the source of that comment will be clearly conveyed to the RPC.

## **B. Operational Functions**

1. RPC members will develop a calendar of all scheduled meetings at the first meeting, to the extent possible based on the release of State IRWMP guidelines and standards. If a meeting needs to be rescheduled, every attempt will be made to select a date when a majority of the RPC members can attend.
2. RPC meetings are expected to be scheduled approximately every two to three months depending, in part, on the Phase 3 level funding. The RPC has identified 1:30pm on the 2<sup>nd</sup> or 4<sup>th</sup> Wednesdays of the month as a good meeting time. The meetings will be held in Jackson unless another location preferred by RPC members is selected.
3. If a member cannot make a scheduled RPC meeting, that person can designate an alternate to attend and represent him or her at that meeting. (See Alternates and Observers section.) For continuity, members will minimize their use of alternates to attend and each time an alternate is required, it should be the same individual. The RPC member will notify the MAC Plan project staff in advance. The RPC member is responsible for briefing the alternate on substantive issues and procedures of the committee. If an alternate is not designated, the RPC member should, whenever possible, communicate his or her comments orally or in writing directly to the project staff. RPC members also can contact the project staff at any time to discuss their concerns and needs related to this dialogue.
4. If more than two sequential RPC meetings are missed by a member, the RPC may determine that, in the best interest of the MAC Plan update process, the member should be replaced.

5. The RPC, with the assistance of project staff, may select members or non-RPC individuals to serve in smaller technical working groups to address specific topics or issues being considered by the RPC. Working groups will present their work to the RPC for its consideration.
6. All written materials to be discussed at the RPC meetings will be transmitted approximately 10 days before the meeting date. Materials must be reviewed by members prior to the meeting in an effort to maximize time for constructive discussion.
7. The project staff will prepare a list of the key issues, recommendations, and action items based on discussions and results of RPC meetings. These summaries will be submitted to the RPC members prior to the next meeting.

### **C. Decision Process**

1. This RPC decision process has been established to have RPC members contribute their knowledge and opinions to the overall project. The decision-making goal is to have all RPC members agree on the item at hand, with no member objecting to a decision, action or recommendation. Members should use "can they live with it" as their standard
2. In any instance where all members don't agree on the decision or action at hand, then the person or persons who disagree must put forward a reasonable alternative. If, after due consideration, agreement on the matter at hand cannot be reached, the RPC will determine how to resolve the impasse.
3. Technical working groups established by the RPC will develop recommendations or proposals for RPC consideration. Working groups will not have decision-making authority. Decisions on whether to incorporate the working group recommendations into the RPC recommendations will be made by majority approval among the RPC members.
4. The RPC's final agreement on the MAC Plan is expected to take the form of a written statement, signed by the RPC members and included in the final plan.
5. As part of the process of making decisions and developing recommendations, members are encouraged to brainstorm and think creatively. Members are encouraged to put forward tentative proposals for consideration which may later be withdrawn.
6. Preconceived conclusions on issues under discussion by the RPC should be avoided to facilitate an objective result.

### **D. Development of Work Products**

1. The RPC will help guide and support the development of the MAC Plan. To ensure an efficient and productive use of RPC member time, and to be able to achieve the highest quality products, project staff will develop draft work products for review and comment by RPC members. Members will offer specific advice about various components of the overall approach and specific tasks in progress.

2. RPC member comments on written documents under consideration should be made on the actual documents and submitted to project staff so they can be easily understood and integrated into the revised text of a document. It is understood that the RPC's primary goal for written products is to agree on substantive policies, principles, and recommendations and not to debate the detailed wording of documents.
3. As RPC members discuss and make decisions on issues and work products, the project staff will assist RPC members by drafting language that reflects the viewpoints of the group. Draft statements or edits to work products that are prepared in this manner will then be circulated for review by all RPC members. The final version of the work product or statement of decisions will be presented at the next RPC meeting for agreement.
4. Members are asked to provide pertinent information for items under discussion at all meetings. This means that members have an obligation to share any specific information, including possible or pending decisions within or by the organizations they represent, as well as information in the form of reports, memos, and studies which may affect the discussions and recommendations by the members. Tentative or sensitive information will be treated as such.

## **E. Alternates and Observers**

1. Alternates designated as such for the life of the project will be provided meeting materials prior to each meeting at the same time as RPC members.
2. When not representing the RPC member, alternates and observers may sit with RPC members during the meeting when seating is available. RPC members have priority seating.
3. Observers, including representatives of the media, are welcome to attend RPC meetings, and are requested to identify themselves to the facilitators prior to the start of each meeting. Facilitators will provide a copy of these governing procedures to observers, if necessary. Alternates (when not representing a RPC member) and observers can contribute comments and feedback during the meetings: 1) if time allows, 2) if constructive, and 3) if kept to a minimal amount of time.

## **F. Media Contact**

1. If approached by the media, members of the RPC will be careful to present only their own views and not those of other members on the RPC. Members are encouraged to suggest that media representatives contact other RPC members who may have different points of view.
2. While the RPC is studying, discussing, or evaluating issues, members will not initiate media contact or make public statements except as mutually agreed by the members. No statements prejudging outcomes will be made to the media. Violation of this will result in the member being removed from the RPC.
3. If it so desires, the RPC may form a media working group, representing all interests serving on the RPC, to jointly draft periodic press releases to accurately convey the proceedings of the RPC to the media. These press releases will then be coordinated and released by the project staff,

with their professional input. If consensus is reached on items to release to the media, a RPC spokesperson will be appointed to highlight only those issues agreed upon by the entire RPC.

## **G. Amendments**

Amendments to these guidelines, if needed, will be made upon the consensus approval, or if necessary, majority approval of the RPC present at any given regularly scheduled meeting.