

North Coast Regional Water Quality Control
Board
(Regional Water Board)

Irrigated Lands Discharge Program
(Program)

Stakeholder Advisory Group
(Advisory Group)

Work Group Charter Presentation

What is a Charter?

- Describes the purpose and scope of the Advisory Group
- Describes the participant selection process
- Describes the roles and responsibilities of Regional Water Board staff and stakeholders
- Explains the decision making structure/approach
- Lays out a voluntary set of guidelines stakeholders agree to work within to achieve the Advisory Group scope

What a Charter *isn't*

- Not legally binding- a charter is a voluntary set of guidelines stakeholders agree to abide by to conduct their work

Advisory Group Purpose

- Functions as a representative cross section of affected stakeholder interests throughout the region
- Provide Water Board with Program suggestions that serve multiple interests and regulatory requirements
- Assist Water Board staff with the development of orders and related documents to implement the Program

Advisory Group Schedule

December 14, 2011

- Full Regionwide Advisory Group Meeting

February 2012

- Sub-Regional Advisory Group Meetings

March 2012

- Sub-Regional Advisory Group Meetings

May 2012

- Full Regionwide Advisory Group Meeting

July 2012

- Sub-Regional Advisory Group Meetings

Advisory Group Schedule (cont.)

September 2012

- Sub-Regional Advisory Group Meetings

December 2012

- Full Regionwide Advisory Group Meeting

April 2013

- Full Regionwide Advisory Group Meeting

Summer 2013

- Public Workshops

Participant Selection Process

- The goal of the selection process is to ensure that the Advisory Group functions as a representative cross section of affected interests within the region
- Voluntary surveys held in September and October to define stakeholder interests, identify interested individuals, identify initial stakeholder concerns, and determine if suggested participants reflect the range of affected interests
- Others may participate in the Advisory Group based on staff and existing member discussion and Executive Officer approval

Participant Responsibilities

- Attend all Advisory Group meetings
- Represent their organization or affiliation in all Advisory Group decisions
- Convey any organization/affiliation discussions and concerns to the Advisory Group
- Convey all Advisory Group discussions and decisions back to their organization or affiliation
- Notify staff in advance of absences and provide an alternate for any missed meetings

Staff/Consultant Responsibilities

- Thoughtfully and objectively consider all Advisory Group comments and recommendations
- Communicate Advisory Group member recommendations and associated rationale to Regional Water Board members
- Describe final Advisory Group recommendations in the final Program staff report

Staff/Consultant Responsibilities (cont.)

- Communicate and coordinate Program development with other Regional Water Board programs.
- Provide neutral facilitation of the Advisory Group process
- Maintain communication between the Regional Water Board and participants on all Advisory Group/Program developments

Decision Making Structure

- Consensus-seeking decision structure for all recommendations to Board staff
- Participants and staff will strive for “consensus with accountability”
- Phase decision making approach:
 - Straw polls
 - Draft decisions
 - Final decisions

CONSENSUS SEEKING ≠ MAJORITY VOTING

Suggested Ground Rules

- Arrive promptly to all meetings and be prepared for the meeting agenda.
- Stay for the duration of the entire meeting.
- Turn cell phones to silent.
- Minimize actions that could be distracting to participants discussions. Should meeting attendee behavior become distracting to participants, those individuals should speak with the facilitator to intervene.
- Participate in a problem-solving approach based on respectful and constructive dialogue, where the interests of all participants and the public are considered in developing proposals and recommendations.

Suggested Ground Rules (cont.)

- Openly discuss issues with others who hold diverse views, acknowledge and seek clarification of others' perspectives, and verify assumptions when necessary.
- Assure that all participants are heard and that one person speaks at a time. Refrain from side conversations.
- Keep commitments once made.
- When appropriate, distinguish between personal vs. organizational perspectives.