

Ground Rules

BBWARM

Advisory Committee

The following ground rules will guide the BBWARM Advisory Committee's decision making process:

1. **We agree to respect others' values, interests, and viewpoints**, and recognize that they are as legitimate as our own. We agree that every idea has merit; we want to know what you think about the issues.
2. **We agree to suspend assumptions and listen carefully**, ask questions for clarification, make statements that attempt to educate or explain, and stay involved.
3. **We agree to use collaborative**, interest-based problem solving and planning methods. We will use our collective creativity to search for opportunities.
4. **We agree that it is ok to disagree**, we expect a variety of opinions. We want to have an open discussion of the issues and ideas. We respect each others' right to disagree in order to make this happen.
5. **We will test assumptions and inferences.**
6. **We will not criticize the view of others** or attempt to persuade them.
7. **We agree that one person should speak at a time**, everyone will have the opportunity.
8. **We will not interrupt** except to indicate that we cannot hear a speaker.
9. **We agree to speak from our own experience.** If we are not speaking for ourselves, we will identify who we are speaking for.
- 10 **We agree to share** all relevant data with the group.
11. **We will stay focused on the issues**, situations and tasks, not on individuals, during our time together.
12. **We will discuss undiscussable issues.**
13. **We will listen with resilience, "hanging in"** when we hear something that is hard to hear.
14. **We will "pass" or "pass for now"** if we are not willing to respond to a question.

15. **We will work in the present** and agree that it is ok to discuss past concerns and situations keeping them in a historical perspective.
16. **We agree that what is said in here stays in here.**
17. **If asked to keep something confidential**, we will honor that request.
18. **We agree to arrive at each meeting** on time and prepared.'
19. **We agree to use consensus decision-making.** When consensus is not possible the following procedure included in the Business Rules will be applied.
20. **We agree that appropriate**, positive humor is welcome and appreciated.
21. **Robert's Rules of Order** will be used at the discretion of the Chair where a more structured process would aid in decision making.

Business Rules

Advisory Committee

Birch Bay Watershed Aquatic and Resource Management District

I. Purpose & Scope of BBWARM Advisory Committee:

Advise Board of Supervisors on subzone operations and plans within that subzone's respective geographic area (Title 106.01.020 – Res. 2010-039 Exh. A; Res. 2008-054 Exh. A).

- 1) Represent local community concerns and interests in:
 - a. Implementing Comprehensive Stormwater Plan Elements
 - b. Updating the Comprehensive Stormwater Plan
 - c. Developing short and long-term work plans and associated budgets
 - d. Working collaboratively and in compliance with any and all inter-local agreements with Public Works Department in program administration and management
 - e. Regularly evaluating the program's and activities success in meeting goals and objectives as outlined in the Comprehensive Stormwater Plan
 - f. Conduct regular public meetings and occasional forums to provide public education and take public input on their satisfaction with the stormwater program

II. Participation

BBWARM Advisory Committee Members are voting members and provide a formal citizen input route to Board of Supervisors relating to stormwater related issues in the BBWARM District.

- 1) Advisory Committee consists of 5 members, all appointed by the Board of Supervisors. Terms consist of four year terms (Title 100.06.040).
- 2) A representative of Public Works may provide limited staffing to the Advisory Committee for meetings and meeting related activities and other technical related support as requested– pursuant to terms as contained in an active inter-local agreement (Title 100.06.060).
- 3) Public Works Stormwater Program Manager or their designee will participate in Advisory Committee meetings, serving in an ex-officio capacity and provide information and feedback to Advisory Committee members as authorized by an active inter-local agreement.
- 4) All meetings are open to observers and other interested parties. Comments by observers may be submitted in writing or orally at the beginning of each meeting. Observers' comments may also be invited during the session at the discretion of the chair.
- 5) Media is welcome to all committee meetings and will be afforded an opportunity to provide comments or ask questions as any other observer.

III. Roles and Responsibilities

All BBWARM Advisory Committee members have equal voice and status.

- 1) Members agree to obtain guidance from their constituents and communities so that they can accurately represent the view and interest of their constituents and communities. They will communicate information learned at meetings and will provide information regarding decisions to their constituents.
- 2) BBWARM Advisory Committee members who speak outside of the meetings will speak for themselves and express their own views. They will not represent an official committee point of view unless expressly authorized by the committee.
- 3) All official communications from the committee must be reviewed by the committee prior to release, unless general guidance has been provided by the committee for the communications content and one committee member is assigned to provide final review prior to release.
- 4) All Advisory Committee members agree to abide by the current Ground Rules as established by the Advisory Committee.

IV. Sharing Information During and After Meetings

Members are encouraged to discuss issues raised during the meetings with their constituents without attributing positions and attitudes to specific people. Members will be open and candid in their views and will speak with focus and brevity so that everyone may have an opportunity to speak.

V. Decision-making

BBWARM Advisory Committee members will make decisions by consensus. This means that all members can live with and support the decision. If one member cannot live with the decision, consensus is blocked, in which case the group will continue to work on the issue.

If agreeing by consensus, the BBWARM Advisory Committee decides that a consensus decision will not be reached on a particular issue, a roll call vote of the members shall be taken. A simple majority shall prevail.

Any committee member or committee members may file for the record a minority opinion. Such minority opinion shall include the specific issue, which is opposed and a rationale for the minority opinion. When possible, preferred alternative language or options should be included in the minority report. Members supporting the minority report shall be listed in the minority report.

VI. Meeting Organization and Administration

BBWARM Advisory Committee members will conduct meetings in accordance with the rules established below:

1) OFFICERS - ELECTION

The advisory committee shall elect a chairperson, vice-chairperson and recording secretary at its initial meeting and then annually. These officers are elected for terms of one year with no term limits. (Title 100.06.070).

In the event of a vacancy in the office of chairperson, the vice-chairperson automatically becomes the chairperson. A vacancy occurring in the office of vice-chairperson is filled by election of a replacement to serve for the un-expired portion of the term. A vacancy in an office automatically occurs upon the second consecutive unexcused absence of an officer from the regular meetings.

2) OFFICER DUTIES

The chairperson has the responsibility of presiding at meetings of the Advisory Committee, encouraging members to abide by the adopted ground rules, placing items on the agenda, calling special meetings, canceling meetings, excusing members for valid reasons from attendance at Advisory Committee meetings and shall be the spokesperson for the committee. The vice-chairperson assumes the responsibilities of the chairperson in his/her absence. The vice-chair shall have the power to perform all duties of the chair in his/her absence. The recording secretary shall have the duty to take roll, ensure the presence of a quorum and record the minutes of each meeting (Title 100.06.070).

3) QUORUM

A Quorum of 3 members is required for the transaction of business (Title 100.06.050).

4) ORDER OF BUSINESS

The regular order of business is as follows:

- (a) Roll call
- (b) Determination of Quorum
- (c) Open Session for the public to speak on BBWARM District issues
- (d) Approval or modification of previous meeting summary.
- (e) Staff reports or agency presentations
- (f) Advisory Committee discussion, deliberations and decision-making
- (g) Adjournment

5) REPORTING TO THE BOARD OF SUPERVISORS

- a. The Advisory Committee shall forward any proposed amendments or recommendations to the Birch Bay Watershed Comprehensive Stormwater Plan, deemed necessary to realize the purpose of the BBWARM District or to implement the Comprehensive Stormwater Plan, to the Board of

Supervisors for consideration. However, no action shall be taken or any recommendation made to the Flood Control Zone District Advisory Committee of the Board of Supervisors except through recorded decisions made at properly noticed public meetings (Title 100.06.090).

- b. A member may be chosen to represent the Advisory Committee in front of the Board of Supervisors or committee regarding a particular matter. No member shall represent the committee without being duly authorized by the committee.
- c. The Chair (or Vice-Chair) will sign the report forwarded to the County Council to reflect the decision of the committee.
- d. Any Advisory Committee member may address the Board of Supervisors on any issue relating to BBWARM District in Whatcom County. The member must state clearly if he/she is speaking on behalf of the Advisory Committee or in another capacity.

6) MEETING SUMMARIES AND RECORDS

Meeting summaries will be prepared by the Recording Secretary or maintained as per inter-local agreement. Meeting summaries shall be approved by the Advisory Committee and signed by the chairperson at the next meeting. Records of the Advisory Committee shall be provided to the River and Flood Division of Whatcom County Public Works Department, which shall retain them unless otherwise provided for by agreement between Whatcom County and the Whatcom County Flood Control Zone District (Title 100.06.090 ~~106.01.090~~).

7) NOTICE - AGENDA

Copies of the agenda will be placed in the mail or via e-mail to Advisory Committee members at least five days prior to the next meeting (Title 100.06.090).

8) AMENDMENT

These rules may be amended by a majority vote of the Advisory Committee provided notice of the proposed amendment has been placed in the mail or delivered to the members at least one week in advance and that no proposed changes are in conflict with Title 100 or any other applicable code, law or ordinance.

HANDOUT
8-20-08 BBWARM Advisory Committee

Definitions:

Consensus or Consensus Decision Making:

A collaborative decision-making process in which all parties involved explicitly agree to the final decision. Consensus decision-making does not mean all parties are completely satisfied with the final outcome. It means the decision is acceptable to all because no one feels his or her vital interests or values are violated by it. Agreeing by consensus indicates the parties can “live with it,” referring to the decision.

Collaboration:

A problem solving process in which the parties integrate their own interests with the others' interests as they work to reach a resolution that is mutually acceptable.

Compromise:

When differing parties or participants give up something important to them in order to move forward: giving up something to get something.

Conflict:

An expressed struggle between interdependent parties who perceive incompatible goals and/or scarce resources, and who interfere with each other's goal attainment. A sense of competing interests: real, perceived or potential. The incompatibility may or may not be acknowledged by the parties themselves.

Ground Rules:

Written agreements or statements that set the standards for participants' behavior and interaction during meetings. They identify the group's expectations for proper conduct and behavior. They provide structure to the process and help to assure fairness. Ground rules are also known as guiding principles and operating principles.

Business Rules:

Written agreement outlining the purpose of the group, procedures to be followed in terms of conducting meetings, addressing attendance and responsibilities of officers and other group members.