

Ground Rules for Shellfish Aquaculture Regulatory Committee

Updated 10/10/2007

Guidelines for Constructive Dialogue and Shared Expectations for Committee Process

Ground Rules for Participation and Conduct of Meetings

1. Start and stop on time.
2. Focus on the Committee's legislative mandate.
3. Stay on agenda topic.
4. Respect diverse experiences and opinions.
5. Every member is invited to participate.
6. One speaker at a time. Allow others to finish.
7. Cell phones off. Black Berries off.
8. No side conversations.
9. Signal the facilitator and wait for facilitator to call on you.
10. Lengthy comments can be submitted to the Committee in writing.

Ground Rules for Meeting Logistics

1. Agenda will have committee feedback.
 - Draft agendas will be sent out for comment 10 prior to the next meeting.
 - Committee members will send agenda comments to Ecology staff prior to the meeting.
 - Agenda will be reviewed, revised as needed, and adopted at start of each meeting.
2. Meetings will include members, alternates, and committee staff.
 - Members sit at the table.
 - Alternates sit away from the table.
 - Alternates will receive meeting agendas, notes, etc.
 - Alternates may attend all meetings.
 - Alternates may speak when their Committee representative believes the alternate has important information on a topic. In such cases, the facilitator will call on the member who will in turn call on the alternate.
 - Committee staff and presenters may sit at the table.
3. Meetings may include observers and public comments.
 - Meetings are open.
 - Visitors sit away from the table.
4. Meeting notes will be prepared.
 - Meeting notes will summarize key points, key opinions, agreements, and disagreements.
 - Draft meeting notes will be sent out prior to the next meeting and posted to the Committee website. Efforts will be made to have meeting notes posted within 10

working days of the meeting. Corrections to draft meeting notes may be proposed by members, speakers, or staff.

- Final meeting notes will be adopted by the Committee and posted on the Committee website
5. Committee business communications channels are defined.
- Official committee business communication will happen during Committee meetings and via electronic mail exchanges that will be facilitated by Ecology staff.
 - During some discussions it may be difficult to discern between a statement of fact or opinion. Speakers are encouraged to clarify their statements. Listeners are encouraged to ask speakers to clarify their statements.
 - Members of the public who want their issues considered by the Committee are asked to channel their questions or concerns through the committee member(s) who represent their interests.
 - The Committee expects Ecology staff to screen and manage questions or information that comes in via Ecology's Listserv. Ecology staff will report general trends and key issues that come in via the Listserv.

Ground Rules for Decision Making

1. Silence will imply consent on meeting management and procedural issues.
2. The Committee will use a consensus decision-making process on all other business. To gauge consensus, Ecology staff will ask Committee members to verbally express their consensus or lack of consensus.
3. Committee members may suggest ending a discussion if they think consensus is not possible.
4. Committee members may suggest postponing further discussion if they think more time or data is needed to reach consensus.
5. If consensus is not reached, Ecology staff will consider the differing positions and make an independent decision.¹
6. Committee consensus recommendations will be put into writing for member signatures.

Facilitator Responsibilities

1. Start and stop meeting on time.
2. Confirm the agenda and specific meeting goal(s) at the start of each meeting.
3. Recap what's been accomplished to achieve Committee's assignment.
4. Keep the Committee on schedule with the agenda, unless the Committee agrees to extend the time for an item.
5. On behalf of Ecology, the facilitator will conduct a public comment period at the end of Committee meetings. Limit visitors to three minutes of verbal comment and explain that written comments are also invited either by direct mail or the Listserv. Committee members are encouraged but not required to be present during these regular comment periods. Public comments will be recorded by the note taker and will be included in meeting notes.

¹ This means Ecology staff will gauge when it's worthwhile to keep pushing the committee toward consensus, and when it's no longer worth further discussion. If this occurs, Ecology staff will speak up and indicate that it's time to close the discussion because consensus does not seem possible. Ecology staff will describe the steps they will take to reach their decision.