

Land Use & Climate Change Advisory Committee

Ground Rules

A. Participants and Participation

1. The Land Use & Climate Change Advisory Committee (Committee) is made up of voting and nonvoting ex officio members (collectively “participants”). All participants, including ex officio members, will engage fully and directly in Committee deliberations.
2. The facilitation team is a neutral third party with no stake in the outcome of the discussions. The facilitation team, although under contract to CTED, works for the process and treats all participants as equal “clients.”
3. To ensure an effective process, participants agree to make every effort to attend all meetings and stay current with information provided and Committee decisions. Voting members may not designate alternates for any Committee meetings. Nonvoting ex officio members may use an alternate only if the alternate has been designated to the facilitator or CTED staff in advance of the second Committee meeting. It is expected that alternates will not be routinely utilized.
4. Observers are welcome at meetings, but are not participants in the Committee’s deliberations. Observers will be offered an opportunity to comment at the beginning of each meeting during the public comment period. Comments must not exceed two minutes in length. Written comments of any length are welcome throughout the process.
5. CTED will consider requests from participants to invite outside experts to speak at Committee meetings on relevant topics. Participants should make requests known to the facilitator for CTED approval. CTED reserves the option of providing additional or alternative perspectives at meetings to ensure that the full range of perspectives and factual evidence is provided.
6. Participants are expected to participate through the entire process; however, any participant may withdraw from the process at any time without prejudice. In the event a participant chooses to withdraw, he or she is asked to communicate the reasons for withdrawal and may be replaced by CTED with another representative with similar expertise and experience, consistent with the criteria established in section 4(2)(c) of ESSB 6580.
7. Ex-officio members are accorded rights of full participation except voting privileges.

B. Meeting Discussions and Procedures

1. Committee participants understand the science of climate change is not their focus and will not debate the recognitions and findings established in Engrossed Substitute Senate Bill 6580, or the implementation timeline for ESSB 6580, but will instead provide leadership and a vision for how Washington can address climate change issues and the need to reduce dependence upon foreign oil through land use and transportation planning processes under the Growth Management Act and other relevant statutes. To the extent that members have differing perspectives on the recommendations put forth, these perspectives will be included in the final report.
2. Each participant agrees to honest and direct communications. Participants are expected to support the process and its concept fully and, through the group process, in good faith collaborate toward completion of the actions directed by ESSB 6580.
3. Participants are encouraged to frame observations in terms of needs and interests, not in terms of positions; opportunities for finding solutions increase dramatically when discussion focuses on needs and interests.
4. Decisions will be made during meetings; if an alternate attends a meeting he or she should be current with information developed by the process and able to make decisions.
5. The facilitator will manage the discussions, using more or less structure depending on the nature and tenor of the discussions.
6. Participants and/or the facilitator may request a caucus break at any time during the meeting. Individual caucus breaks are not to exceed 15 minutes.
7. Highlights of meeting discussions will be prepared; observations contained in the meeting highlights will not be individually attributed. Participants can, however, submit attributed comments directly to CTED for consideration; all written comments will be made available publicly.
8. All meetings will start and finish on time.

C. Decision-making and Desired Outcomes

1. Participants are expected to act as equals during the process to ensure that all participants have equal footing during deliberations.
2. All Committee participants will engage directly in the entire process. Discussions will strive to identify common ground among all participants to deliver the most powerful collective statement possible. However, where common ground cannot be identified, the opinions of individual participants will be respected and documented as they emerge.

3. All final recommendations will be supported by a Committee vote. Ex Officio participants by legislative mandate will not vote, however their views will be included in the final report. The Committee will follow the voting procedures outlined in the Committee charter.
4. To help the process stay on track, issues not central to the substance of the Committee's charge will be referred to other, more appropriate forums.
5. Each participant should speak only about their own interests and refrain from characterizing the views of others when making observations during meetings.
6. Participants are expected to provide objective, fact-based comments and alternatives during Committee discussions.

D. Communications Outside of Committee Meetings

1. Individual observations are not for attribution outside the meeting.
2. Participants are encouraged to refer inquiries from the press to the facilitation team or to final meeting summaries or the project website. Individuals who choose to speak with the press agree to limit remarks to personal views and to refrain from characterizing the views of, or attributing comments to, other participants or the full Committee.
3. Participants may share information about the project's process and activities with peers outside the Committee, as long as the communications make clear that the information is not an official product of the Committee.

E. CTED's Additional Responsibilities Under ESSB 6580

1. By December 1, 2009, CTED will provide a range of advisory climate change response methodologies, a computer modeling program, and estimates of greenhouse gas emission reductions resulting from specific measures. This work will be done in consultation with work by Washington State Department of Transportation on reductions of vehicle miles traveled being prepared pursuant to E2SHB 2815.