

DRAFT CHARTER/PROCEDURES OF THE COASTAL GROUP (Name of Group TBD)

The Coastal Group (Group), Department of Ecology (Ecology), and Washington's State Ocean Caucus have agreed to the following charter to guide the Group's deliberations, interactions and work products. The charter states the purpose of the Group, clarifies roles and responsibilities, identifies approaches for discussion, decision-making, resolving differences and development of advice and recommendations. It is intended to develop trust by setting guidelines that are fair, equitable and respectful. The charter may be amended through the mutual agreement of the Group and Ecology.

I. Purpose and Role

The purpose of the Group is to:

- A. Provide the State, via the State Ocean Caucus, input on ocean policy issues and activities, such as the State Ocean Action Plan.
- B. Participate in the state's development and implementation of coast-wide goals and strategies, such as coastal and marine spatial planning (CMSP).
- C. Bring sustainable, local-based solutions and approaches to coastal issues, debates, and conflicts.
- D. Promote the integration of economic, social and environmental objectives while preserving and protecting existing sustainable uses of coastal resources.
- E. Identify data gaps and opportunities for scientific research addressing coastal needs or concerns.
- F. Provide a coastal perspective regarding cross-boundary marine issues.

II. Membership

- A. Composition: The Group consists of no more than 25 members and includes one representative for each of the following categories, except commercial fishing which will have 2 representatives:
 - Local Citizen
 - Commercial Fishing (2)
 - Recreational Fishing
 - Shellfish Aquaculture
 - Conservation NGO

- Economic Development
- Tourism
- Recreation
- Energy
- Shipping
- Ports
- Education
- Science/Research
- Coastal Marine Resource Committees (1 per MRC)

- B. Terms: Group members will serve four year terms. Members are eligible for reappointment. Members may recommend to Ecology that either they appoint members to a second term or select new members/alternates. If the member is a MRC representative, Ecology will request a replacement from the MRC. If the member/seat was originally selected by Ecology's Director, the Group will nominate and recommend an individual to Ecology's director.
- C. Alternates: Upon notification of the Group and Ecology, members may designate a person to serve as an alternate. The member and alternate are responsible for ensuring that each is fully briefed on the business before the group and delivers a consistent message to the group. Unless otherwise stated, members may assume that an alternate is speaking and acting on behalf of the member. Alternates are expected to adhere to the same rules and responsibilities as members.
- D. New Members: The Group may recommend adding members to fill a needed area of expertise. In recommending additional seats, the Group will seek to achieve the following criteria for member composition:
- 1) Broad-based;
 - 2) Balanced across stakeholders;
 - 3) Diverse across the coast (geographic balance); and
 - 4) Representative of the coast's communities and interests.
- E. Resignation: If a member, prior to his/her term expiring, is no longer willing or able to serve on the Group, he/she will notify the Group and Ecology. The Group can make recommendations on how to fill the vacant seat.
- F. Removal: If a member misses three consecutive meetings without compelling reason and prior notification of Ecology, the neutral convener, and/or its chair (if used) the Group, may recommend to remove the member in favor of a new appointment, or designate the alternate (if one exists) as the member.

III. Organizational Structure

A. Leadership: The Group may designate one or more of its members as a chair and/or vice chair(s). If the Group selects a chair and any vice chairs, it will look for individuals who meet the following criteria:

- Articulate.
- Good listener, sympathetic.
- Dependable and committed (attends every meeting).
- Open-minded with no preconceived agenda or outcome to push.
- Ability to be impartial.
- Able to speak for the whole.
- Consensus-builder.
- Has stature in the community and is respected.

Ecology, as coordinator of the State Ocean Caucus, will act as the coordinating agency, providing administrative and staff support.

B. Work Groups: When necessary and as resources allow, the Group may create work groups to carry out specific assignments between meetings. Work groups are to be composed solely of members of the Group. Work groups will present reports or presentations of their discussions, findings, and recommendations, if any, at subsequent meetings.

IV. Procedural Rules

Roles and Responsibilities of Group Members

As specified in this charter, the Group will provide on-going guidance to the State Ocean Caucus. The Group will work with Ecology, the chair (if used) and a neutral convener to develop and carry out a work plan and meeting schedule that allow it to provide advice to the State Ocean Caucus. Group members will have the following responsibilities:

- A. Place a high priority on preparing for, attending and actively participating in meetings. Members will arrive on time and avoid leaving early.
- B. Represent the points of view of their interest area. However, members are also asked to focus on the overall good of the Coast, not just the perspectives of individual interest areas. Additionally, members are to be aware and make the group aware of situations where the group's advice could affect their own interest.
- C. Keep constituents informed on what is happening at meetings, solicit input on issues discussed, and share this input with the group for discussion, even if those opinions differ from the member's own personal views.

- D. Work cooperatively with each other, the neutral convener, Ecology, and government liaisons to accomplish the purposes of this process and acknowledge that all participants bring with them legitimate purposes, goals, concerns and interests, whether or not they are in agreement with them.
- E. Work cooperatively and creatively seek areas of agreement.
- F. Interact in a respectful manner, including respecting the diversity of opinions and agreeing to not carry out personal attacks either at meetings or away from the meeting in other venues.
- G. Listen to all points of view and perspectives on issues and alternatives and seek to identify areas of agreement, as well as reasons for different points of view.
- H. Act in “good faith,” seek to state concerns and interests clearly, listen carefully to and assume the best in others, and ask genuine questions (to learn or clarify) not rhetorical ones (to persuade or argue).
- I. Focus on the subject at hand, share discussion time, avoid interrupting, respect time constraints, keep reactions and responses from being personal, and avoid side conversations.
- J. Inform the chair (if used) and neutral convener as far in advance as is possible if you (or your alternates) are unable to attend a scheduled meeting. The neutral and chair (if used) will review and discuss the agenda with a member who has indicated in advance that he or she will be not be represented at a meeting.
- K. Abide by the discussion ground rules listed in Appendix A.

Roles and Responsibilities of the Chair

The Group may, if it desires, appoint a chair and vice chair from its membership, either at the first meeting or early in the process (see section III.A for criteria). If appointed, the chair and vice chair shall perform the following functions:

- A. Lead meetings and assist the Group in its deliberations.
- B. Communicate with members between meetings when needed to discuss issues, opportunities, concerns, strategies and alternatives that need to be discussed for meeting the group’s goals and purposes.
- C. Work with the neutral convener and Ecology to develop agendas, ensure that meeting business is conducted in a timely and efficient manner, and that all members have the opportunity to contribute.
- D. Act as the Groups spokesperson. If an alternate spokesperson is needed, the chair will consult with the Group to determine who is appropriate for that role. Public statements by the chair, vice chair or designated spokesperson should reflect the Group’s recommendations and positions.
- E. Assist in keeping communication open between the Group, Ecology and the State Ocean Caucus.

If the group chooses to not designate a chair or vice chair, those functions will be performed by the neutral convener and Ecology.

Role and Responsibilities of the Coordinating Agency

Ecology as coordinator of the State Ocean Caucus, will act as the coordinating agency. In this role, Ecology will:

- A. Act as the Group's liaison with the Governor's Office and with state agencies via the State Ocean Caucus.
- B. Assist in the relay of appropriate information from the Group to various agencies and forums for ocean policy activities.
- C. Bring subject matter experts to provide information to the Group when asked by the group to do so.
- D. Respond to the Group's requests for information, including coordinating a timely written response to all written advice.
- E. Where appropriate and feasible, advocate or act upon the Group's recommendations for ocean policy and planning within various forums.
- F. Assist the Group and neutral convener in administrative functions as appropriate and needed.
- G. Abide by the discussion ground rules listed in Appendix A.

Role and Responsibilities of Government Liaisons

Government liaisons include representatives from federal, tribal, state and local governmental agencies with responsibility for the study and management of ocean resources or regulation of ocean activities and will be designated by and serve at the pleasure of their respective organizations. They will be considered ex-officio liaisons to the Group. In this role, they will:

- A. Attend meetings when requested by the Group to provide guidance, information, and input to the group.
- B. Carry forward the Group's questions and concerns to their respective organizations. Provide feedback on input under consideration or adopted by the group and provide timely responses to input.
- C. Coordinate with relevant staff and programs within their organization, as necessary.
- D. Abide by the discussion ground rules listed in Appendix A.

Role and Responsibilities of the Neutral Convener

The responsibility of the neutral convener is to help keep the Group focused on agreed-upon tasks and may suggest process ideas, strategies, approaches, alternative methods and procedures to promote the work of the group. The neutral convener will work with the chair (if one is

appointed) and Ecology to keep discussions moving forward, encourage participation by all members, document decisions and action items, and enforce the group's ground rules. Specific tasks of the neutral convener include:

- A. Facilitate quarterly meetings of the Group and maintain a neutral stance in facilitating discussions to achieve the group's purposes and goals.
- B. Communicate with members between meetings when needed to discuss issues, opportunities, concerns, strategies and alternatives that need to be discussed for meeting the group's goals and purposes.
- C. Work with the chair (if used) and Ecology to prepare meeting agendas so that meetings are productive and accomplish the goals of the group.
- D. Assist in keeping communication open between the Group, Ecology and the State Ocean Caucus.
- E. Prepare meeting summaries and/or action item lists, and distribute them to members.
- F. Review Group products, including advice papers.
- G. Assure that relevant information is provided to the Group in a timely and effective manner relative to the advice the group is asked to provide.
- H. Abide by and enforce the discussion ground rules listed in Appendix A.

V. Meeting Procedures

- A. Meetings are held quarterly and on Washington's Pacific Coast. If desired, meeting can rotate among coastal communities north and south (Western Clallam and Jefferson Counties, Grays Harbor, Pacific, and Wahkiakum Counties).
- B. Meeting times and locations will be publicized on Ecology's website in advance and open to the public. Agendas will include time for public comment.
- C. Meetings will begin and end on time.
- D. Meetings will be task-oriented with an agenda and materials prepared and distributed in advance, to support informed discussion.
- E. Members will provide questions or issues for inclusion on the agenda to the neutral convener and chair (if used). The neutral convener and chair (if used) will work to incorporate these items as appropriate. Time will also be set aside at the conclusion of each meeting for members to identify agenda items for the next meeting.
- F.

Meeting Summaries

- A. A draft written summary of discussion from each meeting will be prepared by the neutral convener and reviewed by the Group and Ecology before being considered

final. The final summary will provide Group members and members of the interested public with a concise and clear summary of the meeting, including synopses of presentations, discussions and decisions, and reference to related materials. It will not attempt to capture each statement or comment, such as would be found in a meeting transcript.

- B. The meeting summary will report the Group's advice, decisions, action items, assignments from each meeting, and seek to state points of view fairly and clearly.
- C. Meeting summaries will be sent to Group members, electronically where possible. Summaries will also be posted on Ecology's website. Members lacking Internet access may ask to receive summaries by fax or U.S. mail.

VI. Decision-Making

Because the Group is charged with providing advice to the State Ocean Caucus, it is important that it has a clear and effective process for making decisions on the content of that advice, as well as on other Group business. The Group intends to balance the value of providing advice to the State Ocean Caucus with the need to recognize and respect diversity of opinion and to make decisions and provide advice in a timely and organized fashion. Therefore, the Group's decision-making process will be as follows:

- A. With input from Group members, the neutral convener and chair (if used) will organize a thorough and balanced discussion of the issue(s) at hand at meetings.
- B. After discussion of an issue, the neutral convener and chair (if used) will check to see if any areas of consensus have emerged on advice and recommendations or other decisions. Group members may state what, if any, areas of consensus they believe may exist.
- C. The neutral convener and chair (if used) will then ask Group members to indicate (by a show of hands and/or thumbs up/down/middle) whether they are in consensus (in full agreement; not in full agreement, but can "live with" the position of the group; or cannot live with the position). The Group reaches consensus when each member can say:
 - 1) I believe that others understand my point of view.
 - 2) I believe I understand others' point of view.
 - 3) Whether or not I prefer this decision, I support it because it was arrived at openly and fairly and is the best solution for us at this time.
- D. If there is consensus, this will be reported as the position of the Group.

- E. Where consensus on an issue cannot be established in a timely manner, the Group will report the positions of the group.
- F. The Group will not revisit topics upon which it has already held a discussion and made a decision unless there is new information that warrants a new discussion.
- G. A simple majority of the Group is necessary to constitute a quorum. A quorum is necessary for the group to make decisions or recommendations. If a quorum is not present, the meeting will be canceled and re-scheduled.

VII. Financing

- A. State agencies will support the activities of Group through staff involvement and basic material needs for operating quarterly meetings.
- B. No direct state funds are available to support the operations of the Group.
- C. No state funding is available for reimbursing travel expenses for Group members.
- D. In general, meetings are to be held at locations that are free of charge. Only if partners are able to cover facility costs shall the meeting be in a location with a cost associated.
- E. The Group, Ecology and government liaisons may seek additional, non- state funds to support projects or services such as facilitation for the Group, as appropriate.

Appendix A – DISCUSSION GROUND RULES

In order to ensure that the Group's discussions and deliberations are efficient, productive and civil, the Group, Ecology, neutral convener, and government liaisons all agree to abide by the following discussion ground rules. The Group grants the neutral convener and chair (if used) the permission to remind the group of these ground rules when needed.

Be Respectful

- One person speaks at a time; listen when others are speaking, avoid interrupting and side conversations.
- Keep comments brief so everyone gets a chance to share their thoughts and don't repeat or rephrase what others have already said. Avoid dominating the discussion.
- Hear and respect minority opinions.
- Silence cell phones and refrain for using laptops during the meeting, except to take notes.

Be Constructive

- Acknowledge that all participants bring with them legitimate purposes, goals, concerns and interests, whether or not you are in agreement with them.
- Act in "good faith," seeking to resolve conflicts and identify solutions. Come with the sense that this is a gathering of bright minds working toward a common goal.
- State concerns and interests clearly, listen carefully to and assume the best in others. Leave negative assumptions and attitudes at the door.
- Share comments that are solution focused, rather than repeating past discussions.
- It is OK to disagree; it is not OK to make personal attacks or slanderous statements.
- Minimize the use of jargon and acronyms, define and explain when used.
- Work towards consensus. Be willing to compromise.
- Ask for clarification when uncertain of what another person is saying. Ask questions rather than make assumptions.

Be Productive

- Begin and end meetings on time.
- Respect time constraints.
- Adhere to the agenda as much as possible, focusing on the subject at hand.
- Volunteer for the tasks at hand.
- Bring a sense of humor and have fun.