Implementation Committee
OPERATING PROCEDURES
(Last updated 11/15/17)

I. **Introduction**

The National Estuary Program (NEP) was established under Section 320 of the 1987 Clean Water Act as a U.S. Environmental Protection Agency place-based program to protect and restore the water quality and ecological integrity of estuaries of national significance. The San Francisco Estuary Partnership (SFEP), one of 28 NEPs around the country, is a collaboration of partners working to protect and restore the San Francisco Estuary (including the Bay and Delta)

The NEPs develop and implement Comprehensive Conservation and Management Plans (CCMPs), for their estuaries. Each NEP also has a Management Conference (or Implementation Committee) that consists of diverse stakeholders to implement the CCMP.

SFEP's Implementation Committee is made up of partners who are engaged in implementing the Estuary Blueprint (SFEP's CCMP). The committee works with SFEP staff to coordinate the implementation of the Estuary Blueprint, helps to set priorities for SFEP's work and approves annual work plans and budgets.

II. **Committee Operation**

A. Meetings will be held quarterly in March, May, August, November, unless otherwise specified. Proposed meeting dates for the following year are provided to members at the August meeting of each year and finalized by the November meeting. Meetings will be held in the San Francisco Estuary region.

B. SFEP staff in consultation with the committee Chair and Vice Chair will develop an agenda for each meeting. Committee members may suggest agenda items to the Chair, Vice Chair, or SFEP Director at any time. Suggestions will be added to a future meeting "Road Map" that will be provided at every meeting.

C. Agenda and meeting materials will be emailed to members and posted on SFEP's website at least one week prior to the meeting date.

D. A written summary of each meeting will be prepared by SFEP staff, approved at the following committee meeting, and posted on the SFEP website.

III. Meeting Structure/Ground Rules

A. Meetings will be run by the Chairperson. At times when a dispute surfaces and/or a formal vote is necessary, the Chair has the responsibility to ensure that the interaction remains orderly.

B. Should a formal process be needed, the Chair shall run the meeting according to Rosenberg's Rules of Order. (At the same time, as stated in the Rules there should always be flexibility as to the strictness of application of the rules - dependent on the particular situation and the members' knowledge of parliamentary procedure).

C. Both members and non-members may speak at committee meetings after being recognized by the Chair. Members should be recognized first.

D. The committee shall strive for a constructive, collaborative process, with active participation of all members and will conduct meetings according to the following ground rules:

- All committee members take responsibility for the overall conduct and outcome of each meeting
- Speak one at a time
- Every perspective deserves to be heard
- Be honest and respectful
- Take sidebar conversations out of the room
- Do not repeat points
- Step up, step back (speak up to make your point, but make sure to not dominate the conversation)
- W.A.I.T (ask yourself "Why Am I Talking"?) before speaking
- Have fun

IV. Voting Procedures

A. There are no quorum rules. Decisions are made by member representatives that are present at the meetings.

B. Substantive items that are raised should be agendized for future meetings.

C.   Motions may be made by any voting member of the committee. All motions must be seconded by a voting member of the committee.

D.   Procedural motions may be made and a vote taken at the same meeting. Motions for other than procedural issues may be made; however, only a non-binding intent vote can be taken at the meeting during which a non-procedural motion was first made.

E.   The Committee shall strive for a participatory or consensus process in discussing issues and arriving at a decision. Consensus is defined as general agreement of all members of the consensus group. Specifically, it is all members of the group being at level four or above on the following consensus scale:

1.   I can say an unqualified "yes" to the decision. I am satisfied that the decision is an expression of the wisdom of the group.
2.   I find the decision perfectly acceptable.
3.   I can live with the decision; I'm not especially enthusiastic about it.
4.   I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision. I am willing to support the decision because I trust the wisdom of the group.
5.   I do not agree with the decision and feel the need to stand in the way of the decision being accepted.
6.   I feel that we have no clear sense of unity in the group. We need to do more work before consensus can be reached.

F.   Failing consensus, a vote shall be taken, with a simple majority (51%) of those present needed for a motion to pass. Each designated Committee member gets one vote. If both the primary and alternate representative for a Committee member entity are present at the meeting, there may be only one vote per Committee member entity.

G.   When a vote is taken, only the decision will be recorded. The actual vote count will only be used when the decision is close.

H.   The Committee may take action between meetings if necessary due to timing constraints. These actions shall be limited to business that has already been raised at a meeting and comment letters. In these instances, Committee members may be asked by the Chair to vote via email within a specific stated time period of no less than five (5) days. In these instances, unanimous consent (meaning no objections raised) is necessary for approval.

V.   Membership

A. Maintaining an effective and vibrant Committee depends in part on the active participation and commitment of the members. Committee positions need to be filled by people with the time commitment to make the four quarterly meetings and to contribute ideas and energy to the Committee.

B. Members whose representatives do not participate in meetings will be asked to either designate replacement representatives or to step down from the Committee. Two missed meetings within a 12 month period will result in a warning, and three missed meetings in a 12 month period will require a replacement or resignation.

C. Members represent organizations, not individuals. Each member should designate a primary and an alternate representative. If a primary or alternate representative of a Committee member vacates their position as a primary or alternate, the Director of SFEP will work with the member to identify a replacement representative.

D. Changes to Committee membership (removing or adding member entities) must be approved by the Implementation Committee and the Executive Council. The Committee may convene an ad hoc member subcommittee to review Committee membership and recommend revisions to the full Committee.

E. The Chair and Vice Chair will serve a two-year term, beginning in even-numbered years. The current Chair will solicit nominations for members who wish to serve as the upcoming Chair or Vice Chair, convening an ad hoc nominating committee if necessary to create a nomination slate. The slate will be sent to IC members in advance of the first meeting in an election year. The Committee will select these positions at the first meeting of each even-numbered year. The newly elected Chair and Vice Chair will assume their roles at the second meeting of even-numbered years. Because the San Francisco Bay Regional Water Quality Control Board (Regional Board) is a lead agency implementing the CCMP, at least one of the Chair or Vice Chair shall be a member of the Regional Water Board.

F. Committee members express only their own viewpoints to the media. Committee members agree not to characterize the viewpoints of other committee members when contacted by media representatives about business related to SFEP, nor to use the media as means to unilaterally influence any process related to SFEP.