

Steering Committee: Draft Ground Rules

Chelan County Comprehensive Floodplain Management Plan

Steering Committee (SC) members will need to discuss and agree to ground rules for the Floodplain Management Plan planning process. The table below outlines general guidance and suggested ground rules for the Steering Committee’s consideration. The Committee membership should discuss and modify these suggestions to establish expectations for all Committee members throughout this planning process. Ground rules should address the following aspects of the Steering Committee’s organization:

- *Purpose*
- *Chairperson and Vice Chairperson*
- *Spokesperson*
- *Attendance*
- *Quorum*
- *Alternates*
- *Decision-making*
- *Recommendations*
- *Staffing*
- *Public Involvement*
- *Courtesy*
- *Meeting Dates.*

Ground Rule	Suggested or Example Guideline
Purpose	
<p><i>The SC should define and affirm the purpose of the committee.</i></p>	<p>As the name suggests, the role of the Steering Committee (SC) is to guide the planning process for the Chelan County Floodplain Management Plan (FMP). The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for local governments and the various interest groups interested in this planning effort. Members of the SC were selected to represent a cross-section of views and interests within the planning area. Through this inclusion of diverse interests, the SC hopes to enhance the robustness of the planning effort and to build support for floodplain management activities across stakeholder groups. A successful planning effort will result in the adoption and approval of a FMP that sets the stage for reducing adverse impacts of flood within the County through activities and</p>

	strategies embraced by both elected officials and their constituents.
Chairperson and Vice Chair Person	
<p><i>The SC should select a chairperson and vice chairperson for this planning effort.</i></p>	<p>The role of the chairperson is to:</p> <ul style="list-style-type: none"> - lead meetings so that agendas are followed and meetings adjourn on-time; - allow all members to be heard during discussions; - moderate discussions between members with differing points of view; and - be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan tasks. <p>The role of the vice chairperson is to assume the duties of the chair when the chair is not able to attend a meeting or forum.</p>
Spokespersons	
<p>Ideally, the Committee will present a united front after considering the different viewpoints of its members, recognizing that each member may have made a somewhat different recommendation. To consistently represent the Committee’s recommendations/decisions to participating organizations, the public, and the media, a Committee spokesperson should be selected. In addition, each member should have a responsibility to represent the Committee’s recommendation when speaking on plan-related issues as a Committee member.</p> <p><i>The SC should select a spokesperson and establish an understanding of how members should represent the Committee’s recommendations.</i></p>	<p>The role of the spokesperson is to consistently represent the Committee’s recommendations/decisions to participating organizations, the public, and the media.</p> <p>Each member of the SC has a responsibility to represent the Committee’s recommendation when speaking on plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee’s work.</p>
Attendance	

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<p>Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform the planning team before the meeting is conducted. If able, each SC member should identify an alternate who can attend meetings if the SC member is unavailable.</p> <p><i>The SC should establish an understanding regarding expected attendance.</i></p>	<p>A member who accumulates 1 unexcused absence or 2 consecutive excused absences will be contacted by the Chair to discuss any issues regarding that individual’s participation on the Committee. Any final action following the inquiry will be at the direction of the Steering Committee. The Steering Committee will strive to maintain the SC membership at 23 members with a representative makeup similar to the initial committee makeup.</p>
<p>Quorum</p>	
<p>A minimum attendance at each meeting is needed to ensure that the different viewpoints of Committee members are adequately represented.</p> <p><i>The Committee will need to define a quorum for this planning effort.</i></p>	<p>Quorum for this planning effort will be 50% plus 1 of the Steering Committee membership. This establishes a minimum attendance of 12 members for a valid meeting. Items listed on the agenda will still be reviewed and discussed at any meeting where quorum is not met; however, any decisions will be postponed until a time when quorum has been reached.</p>
<p>Alternates</p>	
<p>A specific list of Committee members was selected for the SC. Regular attendance by members is needed to understand the issues presented, reflect on various stakeholder perspectives, and reach agreements on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternate members should be identified for some organizations and interests.</p> <p><i>The SC will need to decide that the role of alternates, compared to regular Committee members.</i></p>	<p>A Steering Committee alternate can make a binding decision or vote on any issue at a meeting in which they preside as a Steering Committee representative.</p>
<p>Decision-making</p>	

Steering Committee Ground Rules

<p>As the Committee provides advice and guidance on the Plan, a method must be established under which decisions will be made. Two primary methods on which decisions can be based are through 1) consensus, or 2) voting.</p> <ul style="list-style-type: none"> - Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with (using the consensus continuum as a gage). - Voting is defined as “majority rules.” <p><i>The SC will need to establish a decision-making mechanism.</i></p>	<p>The SC will make decisions based on a majority-rules vote. Strong minority opinions will be recorded in meeting summaries and the Committee may choose to note such opinions in their final recommendations.</p>
<p>Recommendations</p>	
<p><i>The SC should decide how recommendations of the Committee will be recorded.</i></p>	<p>The Committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The Committee may also assist in public presentations of the Plan and its recommendations.</p>
<p>Staffing</p>	
<p>The Planning Team for this project includes appropriate personnel from the Chelan County Department of Public Works, along with contract consultant assistance provided by Tetra Tech, Inc.</p> <p><i>The SC should acknowledge and state the role of the Planning Team in the Plan development process.</i></p>	<p>The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.</p>
<p>Public Involvement</p>	
<p>As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. Development of a public</p>	<p>All Steering Committee meetings will be open to the public and advertised as such and will adhere to the requirements of the Brown Act (Gov. Code, § 54950). Members of the public</p>

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<p>involvement strategy will be one of the first tasks undertaken by the Committee.</p> <p><i>The SC should establish guidelines regarding public involvement at SC meetings.</i></p>	<p>wishing to address the SC may do so based on the following protocol:</p> <ul style="list-style-type: none"> – They must sign in stating name, address and whom they represent. – All public comment will be taken prior to commencement of the scheduled meeting. – Each member of the public will be granted 2 minutes to address their topic of concern. This allotted time cannot be aggregated or passed on to another individual. – The number of public comments received will be at the discretion of the Chair but the total time allotted will not exceed 15 minutes. – All comments must have relevance to the Floodplain Management Plan and the planning area. Relevance will be determined by the Chair. – The meeting agendas for all SC meetings will be posted on the Floodplain Management website a minimum of 1 week prior to all scheduled meetings.
<p>Courtesy</p>	
<p><i>SC members should establish an understanding of basic courtesy among and between the members.</i></p>	<p>Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.</p>
<p>Meeting Dates</p>	
<p><i>SC members should decide when and where regularly scheduled meeting will be held.</i></p>	<p>Meetings generally will be conducted on the Xth ____ day of each month from XX:XX am to XX:XX pm at _____. Meetings will be open to the public and advertised as such.</p>