

Operational Guidelines

for

Arcadia and Portage Creeks Watershed Management Plan Steering Committee

Background:

As a small broad-based *ad hoc* group seeking to serve the greater good of community interests within these watersheds, we wish to work inclusively and effectively. We recognize the need for some degree of organization structure to provide operational consistency. We are cognizant of the need to honor diverse views, and demonstrate high levels of mutual respect. Therefore, we agree to operate in accordance with the following guidelines.

GUIDELINES:

- Meetings are open to anyone wishing to attend and comments/feedback obtained from the project website shall also be shared at such meetings.
- The Steering Committee (SC), representative of stakeholder interests within the watersheds, shall be formed with a chairperson elected from amongst themselves who will serve at the discretion of this group.
- Open discussion and consensus decisions are desired; should there be a desire to have any matter before the group put to a vote, each member of the SC shall have one vote only.
- Members of the Steering Committee will make good faith efforts to attend all SC meetings and participate in discussion and decision-making. When attendance is not possible, contacting the Administrator or Chairperson prior to the meeting will be greatly appreciated. An alternate representative may also be sent in your place.
- SC members shall establish and serve on such Working Groups/Subcommittees as are deemed necessary.
- Any and all materials to be used (with other groups or individuals) as representative of the opinions and activities of the Project shall have SC authorization prior to such use.
- SC members shall not make commitments or representations for the SC unless expressly authorized to do so by the Committee.
- Tracking of in-kind contributions (form) will be recorded and submitted monthly to the administrator.
- A designated time for public comments shall be part of each SC meeting. For agenda planning purposes, special requests by or for potential speakers to address any SC meeting should have the approval of the SC Chair prior to their presentation.