

**AGENDA**  
**McKenzie Watershed Council**  
**Thursday, April 11th, 2024**  
**International Paper**  
**785 N 42nd St, Springfield, OR**  
**5:05 – 7:00 p.m.**

- |  |                    |
|--|--------------------|
| <b>1. Introductions and Approval of Agenda</b>   | <b>5:05 – 5:10</b> |
| Facilitator Jared Weybright  |                    |
| <i>Action Requested</i> – Approve April Meeting Agenda.  |                    |
| <br>   |                    |
| <b>2. Approval of March 14<sup>th</sup> Meeting Minutes</b>  | <b>5:10 – 5:15</b> |
| Attachment: March Meeting Minutes  |                    |
| <i>Action Requested</i> – Approve March meeting minutes.   |                    |
| <br>   |                    |
| <b>3. Partner Updates</b>  | <b>5:15 – 5:45</b> |
| <i>Information Only</i>  |                    |
| <br>   |                    |
| <b>4. Presentation: Quartz Creek Ecosystem Resilience Project 2024 Overview</b>  | <b>5:45 – 6:15</b> |
| <i>Information Only</i>  |                    |
| Jared Weybright, Executive Director with the McKenzie Watershed Alliance, will present an overview of the floodplain enhancement project being implemented on Quartz Creek in summer 2025. |                    |
| <br>   |                    |
| <b>5. Charter Revisions Update</b>   | <b>6:15 – 6:45</b> |
| Attachments: Revised MWC Charter, Revised MWC Charter with Mark-Up   |                    |
| <i>Action Requested</i> – Approve revised Charter.   |                    |
| <br>   |                    |
| <b>6. Director’s Report</b>  | <b>6:45 – 7:00</b> |
| <i>Information only</i>  |                    |
| <i>Attachment: Director's Report</i>   |                    |

*We are planning on providing a rice bowl selection for dinner.*

**Next Meeting**

- May 9, 2024.
- Time: 5:15 – 7:00
- Location: McKenzie Fire & Rescue, Leaburg
- Topic: Collaborative Futures: Community-Engaged Ecology to Bridge Research and Local Interests

**Contact:** Jared Weybright, 458-201-8150, [jared@mckenziawc.org](mailto:jared@mckenziawc.org) , [www.mckenziawc.org](http://www.mckenziawc.org)

**Minutes**  
**McKenzie Watershed Council**  
**Thursday, March 14th, 2024**  
**International Paper**  
**785 N 42nd St, Springfield, OR 97478**

**Present:** Commissioner John Barofsky (EWEB), Brian Brazil (International Paper), Dana Burwell (McKenzie Guides), Arlene Dietz (Rice Farms), Rod Fosback (NW Steelheaders), Susan Fricke (EWEB), Chad Helms (USACE), David Kretzing (Resident Partner), Todd Miller (City of Springfield), Ralph Perkins (UWSWCD), Emily Semple (City of Eugene), Wade Stampe (Resident Partner), Kelly Wood (Wildish), Sue Zeni (Resident Partner), Jeff Ziller (ODFW)

**Staff:** Chase Antonovich, Lara Colley, Jared Weybright

### **1. Introductions and Approval of Agenda**

Arlene Dietz motioned to approve the March 14<sup>th</sup> meeting agenda. Agenda approved as written, all Partners showing consensus level 3.

### **2. Approval of February 8th Meeting Minutes**

Arlene Dietz motioned to approve the February 8th meeting minutes. Meeting minutes approved as written, all Partners showing consensus level 3.

### **3. Partner Announcements and Public Comment**

Rod Fosback reported that a tree came down over a release pipe at the NW Steelheaders facility and they had to release fish 3 weeks early.

Chad Helms reported that the USACE has opened the adult fish facility below Cougar and that the reservoirs in the Willamette basin are filling up on schedule.

Arlene Dietz reported that Rice Farm's older orchards were devastated from the January ice storm and that they just recently finished cleanup.

Dana Burwell reported that McKenzie River Community center is finally rebuilt and hosting an opening ceremony April 6<sup>th</sup>. Mr. Burwell also noted that the Wooden Boat Festival is scheduled for April 27<sup>th</sup> at Eagle Rock Lodge.

Commissioner John Barofsky reported that the State of the Watershed report was given during the last EWEB Board Meeting, and that information is available online. He noted that in May the commissioners will be attending a boat trip down the river and will be bringing elected officials as well as state and city representatives to showcase the work EWEB is doing and the challenges they are facing.

Susan Fricke noted her overview from the State of the Watershed Report is also recorded and available online.

Sue Zeni just finished the Family Forest Conference that discussed ways to maintain resilient forests. Ms. Zeni noted it is difficult to understand how to accomplish this with threats from things like ice storms and wildfires.

Todd Miller reported that he recently sat in on DEQ's rule making advisory committee where they discussed the TMDL for the mainstem McKenzie River. He noted the comment period for this effort is currently wrapping up and it is too soon to know what the end result will be. Mr. Miller added that MWMC temperature allocations are looking to be higher than previous TMDLs with an emphasis on landscape shading and quantifying shade gaps.

Ralph Perkins reported that the UWSWCD will be receiving a \$1.8 million grant for food security, with the goal to bring locally farmed food to our community. He noted that this is the biggest grant they've received to date, and Food for Lane County will be an active participant.

#### **4. Governance Documents Review**

Jared Weybright provided an overview of proposed changes to be made to the Council charter following a committee revision and legal review process. He noted changes to the organizational structure including recommendations to increase the total Partners allowed and listing the range of Partners from specific groups. Mr. Weybright also proposed a 3 year check-in with Council Partners, noting that he would like them to sign a document outlining expectations and identifying representatives. Mr. Weybright added that his thinking is that this is a guide to maintain balance and interest in the Council.

Commissioner John Barofsky noted that it gets confusing as he is both a Local official under the City of Eugene Charter while also acting on behalf of a utility/resource group.

Wade Stampe asked if there is potential that these participation limits could potentially exclude valuable members.

Jared Weybright noted last group to leave the Council was DEQ. He added that legally the Council can retain a two-tiered system or alternatively could structure this as a one tier membership structure.

Arlene Dietz noted that what Mr. Weybright is defining has merit and informs Partners of their expectations.

Sue Zeni thought 3 years might be too long of a term if there is no participation from a Partner. She asked if a Partner can leave at any time if they wanted. Mr. Weybright responded that yes, Partners can leave the Council at any time. Ms. Zeni noted that she likes the one tier system.

Emily Semple asked if the goal is to try to make the Council smaller, because that might happen. She noted that she rarely brings a report to the Council and it may be a deterrent to others who do not bring a report.

Todd Miller noted that he doesn't feel any angst regarding the check-in process but would prefer if it is not as formal as an mou.

Wade Stampe asked if the renewal notice would go to the individual representatives or the agency they represent. Jared Weybright noted that he had initially thought the agency but it could be difficult with local government officials.

Jeff Ziller commented that he does not favor limits to participation, noting he likes guides but not limits. Arlene Dietz agreed with that statement.

Kelly Wood noted mou's feel very formal and might hinder attendance.

Susan agree that less paperwork is better but the 3 year is pros and cons.

Commissioner John Barofsky commented that he feels that this a space to bring info and leave with info,

and that the more people who can participate in that is good. Susan Fricke noted anyone can attend meetings but not everyone can vote.

Sue Zeni called for consensus on guidance to find a way to find balance and keep the group's current size with a 1-tier system and 3-year informal check in. Dana Burwell seconded the motion.

Commissioner John Barofsky asked for a red lined version of the Charter if possible.

## **5. Director's Report**

Jared Weybright reported that the organization continues to work towards hiring additional staff. He noted that we will post two positions, PWP Program Coordinator and PWP Project Manager, the week of March 18, 2024. Mr. Weybright continued that regarding restoration, the MWC is currently wrapping up a contract with Columbia Helicopters to implement the Marten Creek Habitat Restoration Project Phase 2. The project will place approximately 500 pieces of large wood into the creek on BLM-managed lands. The work will occur during the in-water work period, July-August in 2024. We anticipate three days to complete the project.

Mr. Weybright noted that we are currently working to plan a tour for the Spring, potentially visiting the Quartz Creek site and Finn Rock Reach project site.

Meeting adjourned, 7:00pm.

**Charter**  
**McKenzie Watershed Council**  
Revision Draft, April 2025

**Mission**

The McKenzie Watershed Council (Council) provides a framework for voluntary coordination and cooperation towards exceptional water quality and habitats in balance with human livelihood and quality of life in the McKenzie Watershed. The Council works collaboratively with communities and key interests to develop and carry out protection, restoration, education, and community engagement activities to ensure sustainable watershed health, functions, and uses.

**Roles of the Council**

The Council is a non-regulatory advisory body that makes recommendations concerning the protection, restoration, and enhancement of the McKenzie Watershed. The Council welcomes requests for advice on actions affecting the watershed proposed by local, state, and federal agencies, organizations, and/or interests. Council Partners will keep their respective agencies, organizations, and interests informed about the work of the Council and bring their concerns to the Council.

**Relationship Between the Council and McKenzie Watershed Alliance**

The McKenzie Watershed Alliance (Alliance) is the nonprofit arm of the Council and acts as its fiscal sponsor. The Alliance is the employer of record for staff working to implement the goals, objectives, and programs of the Council. The Alliance is overseen by a Board of Directors and guided by its By-Laws.

**Objectives**

- The Council will act as a forum for discussion and information sharing among engaged partners about the issues and opportunities affecting the watershed.
- The Council will facilitate, inform, and support projects and programs to restore, protect, and enhance the watershed through the Alliance and other partners.
- The Council will directly engage the McKenzie Watershed community to build awareness and support.
- The Council will build and maintain relationships that foster collaboration and coordinated action around shared goals.

## **Council Partners**

The Council's membership will be called "Council Partners" and include broad and diverse representatives of the range of geographic and natural resource interests in the watershed, as well as public and private interests. The Council shall attempt to include representatives from the following interests: local utility companies and resource users (e.g., agriculture, private timber), resident partners, community interest groups, and local, state, and federal government. The majority of Partners shall be community members representing a variety of thematic and geographic areas within the McKenzie subbasin. Ideally, the Council will have representation from 20-30 diverse stakeholder groups and residents. The Council may increase the total number of Partners by consensus.

The following is a list of stakeholder interests that could be considered for Council composition as Council Partners. This list is not intended to limit participation. The Council recognizes that newly formed groups could be approved for partnership by consensus and that existing groups sometimes dissolve or choose to leave the Council. The Council will strive for balanced representation among these broad stakeholder groups or interests.

1. Residents who represent the geographic diversity of the watershed.
2. Public agencies, schools, and conservation districts.
3. Local government.
4. Utilities.
5. Community groups and other non-governmental organizations.
6. Agriculture, timber, mining, and other resource users.

The Council may add stakeholder interests as defined above as Council Partners upon nomination by an existing Partner and recommendation by the Steering Committee. The Steering Committee will evaluate the interests of the applicant for consistency with the mission and goals of the Council and make a recommendation to the Council. The Council will vote to accept new Partners by consensus.

Partners serve three-year terms and may serve additional terms with no term limits. At the conclusion of each term, Partners shall reaffirm their appointment with the Council. Partner terms shall be staggered to allow for continuity. All Partner participation on the Council is voluntary. Partners may resign from the Council at any time.

Partners representing agencies and organizations shall serve at the pleasure of their respective agencies and organizations. Partners are encouraged to designate an alternate that will participate on the Council in the Partner's absence. If a Partner representing an agency or organization resigns from the Council, a replacement will be requested from the agency or organization. If the agency or organization is unable or unwilling to do so, the Council will seek representation from another agency or organization of the same community of interest.

Partners, including alternates, may be removed from the Council. Causes for removal may include but are not limited to the following: failure to adhere to the Charter, repeated failures to

attend Council meetings, and intentional acts or omissions that a prudent person could reasonably have foreseen that would seriously damage the reputation or interests of the Council. A Partner or Alliance staff may request the removal of a Partner's membership by submitting a written request to the Steering Committee. The request shall detail the reasons for removal. The Steering Committee shall review the request, investigate as appropriate, and may make a recommendation to the Council. The Steering Committee must share all requests for the removal of a Partner with the entire Council, even if there is no recommendation for removal.

A Partner identified for removal shall be given written notice of any pending action and the reasons for the requested removal at least 30 days prior to the recommendation to the Council. An opportunity shall be given to the Partner identified for removal to be heard by the Council. The individual may choose to respond in person or in writing.

A Partner may be removed by the Council through a consensus vote. The party initiating the process and the individual whose membership is under consideration for removal shall recuse themselves from voting. The decision of the Council shall be final.

## **Governance Structure**

The Council is guided by the Steering Committee. The Steering Committee will include 3-5 Council Partners, representing the diversity of interests on the Council to the greatest extent possible. The Steering Committee shall include at least one member of the McKenzie Watershed Alliance Board of Directors.

Steering Committee Members are appointed by Council Partners and serve two-year terms with the option to serve consecutive terms, with no term limit. Three months in advance of the expiration of the Steering Committee members' term in office, the Steering Committee will coordinate with Council Partners to fill vacancies. Recommendation(s) for new Steering Committee member(s) will be presented at the Council meeting preceding the expiration of the outgoing Steering Committee member's term, where Council Partners will vote to approve the appointment. Any Council Partner may make a recommendation or nomination for the Steering Committee. Council Partners may volunteer or nominate themselves.

The Steering Committee shall have the authority to set its own agenda and meeting schedule. The Steering Committee is responsible for the following roles and responsibilities related to Council governance and guidance.

- Work with Alliance staff to schedule and plan Council meetings.
- Facilitate Council meetings.
- Schedule and plan Steering Committee meetings
- Ensure that Steering Committee meetings are prepared and provided to the Council on a regular basis.
- Review and track Partner attendance at Council meetings. Address habitual absences as necessary.
- Affirm continued interest from Partners and renew membership on three-year terms.

The Steering Committee may assume other roles and responsibilities at its discretion. The Steering Committee does not retain the authority to make binding decisions on behalf of the Council.

The Steering Committee shall be comprised of a Chair, Co-chair, and a Membership Coordinator. The Steering Committee may add additional positions at its discretion.

## **Committees**

The Council may form focused committees of its own Partners, Alliance staff, and individuals not on the Council to perform certain functions or tasks. The formation and charge of any committee shall follow the decision-making procedures outlined in this document. Committees do not retain the authority to make binding decisions on behalf of the Council. Committee recommendations shall be presented to the Council, who retain authority to make binding decisions.

## **Procedures**

### **A. Decision-Making**

Issues requiring a vote of the Council shall include but are not limited to:

- Operational procedures such as meeting agendas, adoptions of meeting minutes, and revision of governance documents.
- Appointments to the Council and Steering Committee.
- Removal of Partners.
- The formation of Council Committees.
- Formal recommendations to the Alliance.
- Formal public endorsements or statements from the Council.

A quorum is required to make a decision. A quorum is defined as 50% of the current Council Partners roster present.

The Council will strive to achieve consensus for all decisions. Consensus is defined as no more than one dissenting member indicating a level 6 whenever a Partner calls for consensus. One voice at odds with the rest is considered a workable way to go forward, but more than one is a sign that the decision should be reconsidered. When a decision is requested, Partners will display the numbers 1 through 7 to indicate their level of support as described below. Levels 1-5 are considered consenting.

#### **The levels of support Include:**

- 2 = *Wholeheartedly Agree, will take a lead in the follow-up***
- 2 = *Good Idea, can bring resources toward***
- 3 = *Supportive, but not likely to provide resources***
- 4 = *Reservations, but will stand aside***

**5 = *Serious Concerns, but can live with the decision***

**6 = *Cannot Support Decision, will work to block***

**7 = *Abstain\****

\*Partners may choose to abstain from indicating their level of support by indicating Level 7. Partners are highly encouraged to express their position as to the level of support on any issue.

Partners should abstain in circumstances when there is a direct personal or financial interest. Partner abstentions do not affect the ability of the Council to reach a consensus.

Rapid Response for Advisory Actions: In most cases, decisions will be made at regularly scheduled Council meetings. For time-sensitive issues, Partners or Alliance staff will consult the Steering Committee. The Steering Committee shall review the request, investigate as appropriate, and may make a recommendation to the Council. If the Steering Committee asks the Council to consider if a response is warranted, Partners may be polled by email or phone. The Steering Committee must share all requests for a rapid response with the entire Council, even if there is no recommendation for action. Any decision shall follow consensus decision-making processes as defined in the Charter.

## B. Participation

The Council will hold regular monthly meetings, either in person or online, with the exception of July and August. If necessary, meetings may be canceled or postponed at the discretion of the Alliance Executive Director or Steering Committee. All meetings are open to the public, and time will be set aside at each meeting for public comment.

The Council will strive to post and distribute the agenda one week prior to the meeting. Meeting minutes will be posted to the Council website following approval at the next meeting.

Partners will notify Alliance staff if the Partner or their alternate will be unable to attend. If the Partner and their alternate are unable to attend a meeting, the Partner may provide written comments or designate a proxy. During introductions, any Partner holding a proxy must identify themselves. A proxy vote counts towards the quorum total. A Partner holding a proxy is entitled to their vote and the proxy vote.

Partners and/or their alternates are expected to attend a majority of the scheduled monthly meetings. The Steering Committee will address excessive absences as necessary. Partners will notify the Steering Committee and the Alliance Executive Director if they must vacate their position.

## C. Behavior

Partners will adhere to the Charter. Partners will ensure there is adequate time for all voices to be heard. Partners are encouraged to focus on relevant topics, search for opportunities to develop group solutions, and to resolve conflicts. All meeting attendees will be respectful of others and

practice active listening. Council Partners and Alliance staff reserve the right to enforce behavior expectations.

#### D. Charter Amendments

The Council will conduct a charter review every 2 years coinciding with the State of Oregon biennium. Council Partners or Alliance staff may propose amendments to the Charter at any time. Proposed amendments will be placed on a future Council meeting agenda and are subject to the consensus decision-making process. Amendments will become effective at the Council meeting following the decision.

# Charter McKenzie Watershed Council

Revision Draft, ~~September 2023~~ April 2025

## Mission

The McKenzie Watershed Council (Council) provides a framework for voluntary coordination and cooperation towards exceptional water quality and habitats in balance with human livelihood and quality of life in the McKenzie ~~Watershed~~ Valley. The Council works collaboratively with communities and key interests to develop and carry out protection, restoration, education, and community engagement activities to ensure sustainable watershed health, functions, and uses.

## Roles of the Council

The Council is a non-regulatory advisory body, that makes recommendations concerning the protection, restoration, and enhancement of the McKenzie Watershed. The Council welcomes requests for advice on actions affecting the watershed that are proposed by local, state, and federal agencies, organizations, and/or interests. Council Partners will keep their respective agencies, organizations and interests informed about the work of the Council and bring their concerns to the Council.

## Relationship Between the Council and McKenzie Watershed Alliance

The McKenzie Watershed Alliance (Alliance) is the nonprofit arm of the Council and acts as its fiscal sponsor. The Alliance is the employer of record for staff working to implement the goals, objectives, and programs of the Council. The Alliance is overseen by a Board of Directors and guided by its By-Laws.

## Objectives

- The Council will act as a forum for discussion and information sharing among engaged partners about the issues and opportunities affecting the watershed.
- The Council will facilitate, inform, and support ~~efforts~~ projects and programs to restore, protect, and enhance the watershed, through the Alliance and other partners.
- The Council will directly engage the McKenzie ~~Valley~~ Watershed community to build awareness and support.
- The Council will build and maintain relationships that foster collaboration and coordinated action around shared goals.

## Council Partners

The Council's membership will be called "Council Partners" and include broad and diverse representatives of the range of geographic and natural resource interests in the watershed, as well as public and private interests. The Council shall attempt to include representatives from the following interests: local utility companies and resource users (e.g., agriculture, private timber), resident partners, community interest groups, and local, state, and federal government. The majority of Partners shall be community members representing a variety of thematic and geographic areas within the McKenzie subbasin. Ideally, the Council will have representation from ~~20-3028~~ diverse stakeholder groups and residents. The Council may increase the total number of Partners by consensus.

**Commented [JW1]:** Expanded to 30 Partners to allow for flexibility.

The following is a list of stakeholder interests ~~and organizations~~ that could be considered for Council composition as Council Partners. -This list is not intended to limit participation. ~~The, and the~~ Council recognizes that newly formed groups could be approved for partnership by consensus and that existing groups sometimes dissolve or choose to leave the Council. The Council will strive for balanced representation among these broad stakeholder groups or interest, and will be removed from the Council.

**Commented [JW2]:** Removed existing Council Partner Table and suggested or potential Partner organizations.

1. Residents who represent the geographic diversity of the watershed.
2. Public agencies, schools, and conservation districts.
3. Local government.
4. Utilities.
5. Community groups and other non-governmental organizations.
6. Agriculture, timber, mining and other resources users.

The Council may add stakeholder interests as define above ~~ageneies, organizations, or community interests~~ as Council Partners upon nomination by an existing Partner and recommendation by the Steering Committee. The Steering Committee will evaluate the interests of the applicant for consistency with the mission and goals of the Council and make a recommendation to the Council. The Council will vote to accept new Partners by consensus.

Partners serve three-year terms and may serve additional terms with no term limits. At the conclusion of each term Partners shall reaffirm appointment with the Council. Partner terms shall be staggered to allow for continuity. All Partner participation on the Council is voluntary. Partners may resign from the Council at any time.

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**Commented [JW3]:** Simplified term structure and reappointment process.

Partners representing agencies and organizations shall serve at the pleasure of their respective agencies and organizations ~~and are not bound by set terms~~. Partners are encouraged to designate an alternate that will participate on the Council in the Partner's absence. If a Partner representing an agency or organization resigns from the Council, a replacement will be requested will

requested from the agency or organization. If the agency or organization is unable or unwilling to do so, the Council will seek representation from another agency or organization of the same community of interest.

~~Resident Partners serve three year terms and may be re-appointed for additional terms, with no term limits. The Council will strive for diverse geographic, social, economic, and racial representation among Resident Partners. If they choose, Resident Partners may designate an alternate to participate on the Council in their absence.~~

**Commented [JW4]:** Deleted all language about resident partners appointment and application

~~Resident Partners will be added through an application process. Sitting Resident Partners who wish to serve additional terms shall confirm their interest in writing and may be reappointed without an application. Partners and Alliance staff will solicit potential McKenzie Resident Partners periodically as positions are available. Applications will be reviewed by the Steering Committee who will recommend candidates for Council approval. The Steering Committee may choose to interview the applicants and consider the following questions:~~

- ~~• What are the interests of the applicant regarding the McKenzie Watershed?~~
- ~~• How might these interests affect and be affected by Council decisions?~~
- ~~• How would the addition of the applicant benefit the work of the Council?~~
- ~~• Does the applicant represent an interest group or geographic region not currently represented on the Council?~~
- ~~• Is the applicant willing to follow the Charter?~~

~~Council~~ Partners, including alternates, may be removed from the Council. Causes for removal may include but are not limited to the following: failure to adhere to the Charter, repeated failures to attend Council meetings, and intentional acts or omissions that a prudent person could reasonably have foreseen that would seriously damage the reputation or interests of the Council.

A Partner or Alliance staff may request removal of a Partner's membership by submitting a written request to the Steering Committee. The request shall detail the reasons for removal. The Steering Committee shall review the request, investigate as appropriate, and may make a recommendation to the Council. The Steering Committee must share all requests for the removal of a Partner with the entire Council, even if there is no recommendation for removal.

A Partner identified for removal shall be given written notice of ~~any the~~ pending action and the reasons for the requested removal at least ~~15-30~~ days prior to the recommendation to the Council. An opportunity shall be given to the Partner identified for removal to be heard by the ~~Steering Committee~~ Council. The individual may choose to respond in person or in writing.

A Partner may be removed by the Council through a consensus vote. The party initiating the process and the individual whose membership is under consideration for removal shall recuse

themselves from voting. The decision of the Council shall be final.

### **Organizational Governance Structure**

The Council is guided by ~~the~~ Steering Committee. The Steering Committee ~~should will include 3-5 Council Partners~~~~include five members~~, representing the diversity of interests on the Council to the greatest extent possible. ~~The Steering Committee shall include at least one member of the McKenzie Watershed Alliance Board of Directors. Set up ad-hoc committees within the Council as needed.~~

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~~Steering Committee Members are appointed by Council Partners and serve two-year terms with the option to serve consecutive terms, with no term limit. Three months in advance of the expiration of the Steering Committee members' term in office, the Steering Committee will coordinate with Council Partners to fill vacancies. Recommendation(s) for new Steering Committee member(s) will be presented at the Council meeting preceding the expiration of the outgoing Steering Committee member's term, where Council Partners will vote to approve the appointment. Any Council Partner may make a recommendation or nomination for the Steering Committee. Council Partners may volunteer or nominate themselves.~~

Commented [JW5]: Clarified appointment process for steering committee

~~Members are appointed by a nominating committee and serve two-year terms with the option to serve consecutively. Three months in advance of the expiration of the Steering Committee members' term in office, a three-member nominating committee will be formed, led by the Membership Coordinator or Committee Chair, and two other Council Partners. The nominating committee shall make a recommendation for a new Steering Committee member at the Council meeting preceding the expiration of the outgoing Steering Committee's term.~~

The Steering Committee ~~shall have the authority to set their own agenda and meeting schedule. The Steering Committee is responsible for the following roles and responsibilities related to Council governance and guidance.~~

Commented [JW6]: Clarified roles and responsibilities of steering committee.

- ~~• Work with Alliance staff to schedule and plan Council meetings.~~
- ~~• Facilitate Council meetings.~~
- ~~• Schedule and plan Steering Committee meetings~~
- ~~• Ensure that Steering Committee meetings are prepared and provided to the Council on a regular basis.~~
- ~~• Review and track Partner attendance at Council meetings. Address habitual absences as necessary.~~
- ~~• Affirm continued interest from Partners and renew membership on three year terms.~~

~~The Steering Committee may assume other roles and responsibilities at its discretion. The Steering Committee does not retain the authority to make binding decisions on behalf of the Council.~~

~~The Steering Committee shall be comprised of a Chair, Co-chair, and a Membership Coordinator. The Steering Committee may add additional positions at its discretion.~~

**Commented [JW7]:** Stated that Steering Committee shall have these 3 roles but did not define duties.

~~is comprised of 3 Council Partners5 roles, tasked with the following duties:~~

- ~~1. Committee Chair: Steering Committee oversight and planning. The Committee Chair will work with Alliance staff to:
  - ~~— Schedule Council meetings and secure meeting locations.~~
  - ~~a. Plan Council meetings, facilitation, and agenda development.~~
  - ~~— Schedule Council meetings and secure meeting locations~~
  - ~~b. Set up ad hoc committees within the Council as needed.~~~~
- ~~2. Committee Co-Chair: The Committee Co-Chair will work with Alliance staff to: Council meeting planning, facilitation, and agenda development.
  - ~~a. Schedule Council meetings and secure meeting locations~~
  - ~~b. Ensure that minutes of Committee meetings are prepared and provided to the Council on a regular basis.~~
  - ~~— Ensure meeting packets and additional information isre distributed to Partners prior to meetings.~~
  - ~~c. Fill in for the Committee Chair as needed.~~~~
- ~~3. Membership Coordinator: Manage Council Partners. The Membership Coordinator will work with Alliance staff to:
  - ~~a. Identify official representatives and alternates from Partner organizations. Partners.~~
  - ~~b. Affirm continued interest from Partners. Partners and renew membership on a biannual basis.~~
  - ~~c. Review and track Partner attendance, and address absences as necessary.~~~~
- ~~4. Additional roles of the Steering Committee can include education and outreach, advisory coordination, and Partner nominations. Outreach & Education Coordinator: Fulfill Council's outreach and education goals.
  - ~~a. Keep Council informed of community outreach opportunities.~~
  - ~~b. Assist in planning and scheduling of speakers and presentations.~~~~
- ~~5. Advisory Coordinator: Develop advisory statements on behalf of the Council.
  - ~~a. Identify relevant issues and advisory opportunities for the Council.~~~~

~~Steering Committee Members are appointed by Council Partners and are appointed by a nominating committee and serve two year terms with the option to serve consecutively with no term limit. Three months in advance of the expiration of the Steering Committee members' term in office, the Steering Committee will coordinate to fill vacanciesa three member nominating~~

~~committee will be formed, led by the Membership Coordinator or Committee Chair, and two other Council Partners. The nominating committee shall make a recommendation(s) for a new Steering Committee member(s) will be presented at the Council meeting preceding the expiration of the outgoing Steering Committee member's term, where Council Partners will vote to approve the appointment.~~

## **Committees**

The Council may form focused committees of its own Partners, Alliance staff, and task groups that include individuals not on the Council to perform certain functions or tasks-focus on specific issues. The formation and charge of any committee shall follow the decision making procedures outlined in this document. Committees do not retain the authority to make binding decisions on behalf of the Council. Committee recommendations shall be presented to the Council who retain authority to make binding decisions.

**Commented [JW8]:** Added this as a separate section

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## **Procedures**

### A. Decision-Making

Issues requiring a vote of the Council shall include but are not limited to:

- Operational procedures such as meeting agendas, adoptions of meeting minutes, and revision of governance documents.
- Appointments to the Council and Steering Committee.
- Removal of Partners.
- The formation of Council Committees.
- Formal recommendations to the Alliance.
- Formal public endorsements or statements from the Council.

A quorum is required to make a decision. A quorum is defined as 50% of the current Council Partners roster present. ~~present.~~

~~a majority of the current Partners on the Council.~~ The Council will strive to achieve consensus for all decisions. Consensus is defined as through no more than one dissenting member indicating a level 6 unanimity minus one (U-1) whenever a Partner calls for consensus. An unanimity minus one decision takes more than one dissenting member to block consensus. One voice at odds with the rest is considered a workable way to go forward, but more than one is a sign that the decision should be re-~~thought~~considered. When a decision is requested, Partners will display the numbers 1 through 7 to indicate their level of consensus support as described below. Levels

1-5 are considered consenting.

The levels of consensus support include:

- 1 = *Wholeheartedly Agree, will take a lead in the follow-up*
- 2 = *Good Idea, can bring resources toward*
- 3 = *Supportive, but not likely to provide resources*
- 4 = *Reservations, but will stand aside*
- 5 = *Serious Concerns, but can live with the decision*
- 6 = *Cannot Participate in Support Decision, will work to block ~~will work to block it~~*
- 7 = *Abstain\**

\*~~Abstention:~~ Partners may choose to abstain from indicating their level of consensus support by indicating Level 7. Partners are highly encouraged to express their position as to level of agreement support or opposition on any issue. Partners should abstain in circumstances when there is a direct personal or financial interest. ~~When appropriate, Agency Partners may abstain when the Council is considering a recommendation to their agency.~~ Partner abstentions do not affect the ability of the Council to reach consensus.

~~If unanimity minus one is not achieved, and if time allows, the Steering Committee will appoint an ad hoc committee composed of Partners on all sides of the issue to try to achieve consensus. The committee will report back to the Council at the next meeting. For actions on external matters in which unanimity minus one is not attained, the Council may decide to submit a recommendation or comment by reporting the consensus level achieved.~~

~~The following criteria may be used to determine if a Council consensus decision is appropriate:~~

- ~~• The issue affects the McKenzie Watershed.~~
- ~~• The Council has the potential to influence how the issue is handled.~~
- ~~• The issue could not more appropriately be addressed by another forum.~~
- ~~• Resources can be identified to assist the Council in addressing the issue; and~~
- ~~• The Council's decision will be timely.~~

Rapid Response for Advisory Actions: In most cases, decisions will be made at regularly scheduled Council meetings. ~~In some cases, there may be a need to provide a Council comment to other entities on relevant issues in a short time frame without a Council meeting. For time sensitive issues,~~ Partners or Alliance staff will advise consult the Steering Committee. The Steering Committee shall review the request, investigate as appropriate, and may make a recommendation to the Council. If the Steering Committee asks the Council to consider if a response is warranted, Partners may be polled by email or -phone. The Steering Committee must share all requests for a rapid response with the entire Council, even if there is no recommendation for action. Any decision shall follow consensus decision making processes as defined in the Charter.

~~who of a potential advisory action which has a deadline prior to the next Council meeting. The Steering Committee will determine if the Council should consider a provide a comment response, and if a response is warranted, the Steering Committee will direct Alliance staff to poll the Partners by e-mail or telephone with a request to respond in a timely manner by a date certain. If there is a consensus of the responding Partners, the staff will send a comment on behalf of the Council.~~

#### B. Participation

The Council will hold regular monthly meetings, either in person or online, with the exception of July and August. If necessary, meetings may be canceled or postponed at the discretion of the Alliance Executive Director or Steering Committee. All meetings are open to the public, and time will be set aside at each meeting for public comment.

The Council will strive to ~~post and distribute~~ distribute agenda agenda one week prior to the meeting. Meeting minutes will be posted to the Council website following the meeting.

Partners will notify Alliance staff if ~~neither~~ the Partner ~~nor~~ their alternate will be unable to attend. If the Partner and their alternate are unable to attend a meeting, the Partner may provide written comments or designate a proxy. During introductions, any Partner holding a proxy must identify themselves. A proxy vote counts towards the quorum total. A Partner holding a proxy is entitled to their vote and the proxy vote.

Partners and/or their alternates are expected to attend a majority of the scheduled monthly meetings. The ~~Membership Coordinator~~ Steering Committee will address excessive absences as necessary. Partners will notify the ~~Membership Coordinate~~ Steering Committee ~~r or~~ and the Alliance Executive Director staff if they must vacate their position.

#### C. Behavior

Partners will adhere to the Charter. Partners will ensure there is adequate time for all voices to be heard. Partners are encouraged to focus on relevant topics, search for opportunities to develop group solutions, and to resolve conflicts. All meeting attendees will be respectful of others and practice active listening. ~~The meeting facilitator, Steering Committee, Council Partners~~ and Alliance staff reserve the right to enforce behavior expectations.

#### D. Charter Amendments

The Council will conduct a charter review every 2 years coinciding with the State of Oregon

biennium. Council Partners or Alliance staff may propose amendments to the Charter at any time. Proposed amendments will be placed on a future Council meeting agenda and are subject to the consensus decision-making process. Amendments will become effective at the Council meeting following the decision.