

Siuslaw Estuary Partnership

An Integrated Multiple Objective Approach To Watershed Protection and Restoration

Elected Official Stakeholder Group Consensus Process April 29, 2010

The Elected Official Stakeholder Group will use a consensus process, as opposed to formal voting by majority rule. As used in this project, consensus means that efforts are made to reach agreement among all members, but complete agreement is not required for products to be recommended for endorsement or adoption.

The following five-step process will be used for this consensus process:

1. Provide a forum for open dialogue in which all viewpoints may be shared;
2. Provide an opportunity for high level, detailed discussion of issues and concerns;
3. Maximize agreement among all participants;
4. Ensure that agreement is reached among members who are charged with making a recommendation to their respective body, i.e., representatives of bodies with decision-making authority or critical implementation responsibility over the respective product; and
5. Ensure that dissenting opinions and qualified support is recorded in a formal report to all of the decision-making bodies for a given product.

For those entities who have selected alternates to provide back-up for the regular member representative, the alternate will have the authority to act in place of the member if the member is absent from the meeting. If both the member and alternate are in attendance at the meeting, the alternate may sit at the table and participate in the discussion, but will not take part in the thumb sensing outlined in Steps 3 thru 5.

Step 1. Provide a forum for open dialogue in which all viewpoints may be shared.

- Groundrules and a round robin, facilitated process will ensure that all members have an opportunity to present their views and to comment on all matters brought before the Group.
- Meeting packets will be sent to all members in advance of the meetings.
- If alternate members have been appointed, alternates will also receive packets.
- Packets will be sent on email unless that is not an option for a member or alternate.
- If a member and alternate cannot make a meeting, the member can provide comments in advance to staff or the chair who will present those comments at the meeting.
- Efforts will be made to provide notice of action items in the packets sent in advance of the meetings. When this occurs, the action will be taken at the meeting and members will be asked to provide the comment for their representative body. If action is requested for an item that was not included in the packet or otherwise sent in advance of the meeting, any member may request to check in with their respective group prior to providing final comment on that item. Any subsequent comment on that

item will be provided at the next meeting of the group, or at another time agreed to by the group.

Step 2. Provide an opportunity for high level, detailed discussion of issues and concerns.

The Group's membership is comprised of representatives of public bodies with a shared interest in the outcomes of this Siuslaw Estuary Partnership Project. While bringing these full groups together to discuss these products in detail is not feasible, having one representative of each of these groups sit around a table together provides an opportunity to bring the perspectives of each represented body to the table in a meaningful discussion, and, hopefully, will advance mutual understanding and formation of common goals.

- Each item for which agreement is sought will be discussed by the Group members present at the meeting, with absent members providing comments, as stated above.
- If additional information is needed in order to move forward with an item, in accordance with Step 4 of this process, the item will be moved to the next meeting of the Group and the information will be made available in advance of the meeting.

Step 3. Maximize agreement among all participants.

- Following discussion of each item for which agreement is requested, each individual member will be given **two** opportunities to state agreement or disagreement, as follows:
 - ⤴ Thumbs up: understand and agree fully or can work with the outcome: agreement is noted.
 - ⇒ Thumbs sideways: don't understand outcome, require clarification. Repeat thumbs request after clarification given.
 - ⤵ Thumbs down: disagree with the outcome: concerns, issues and reason for disagreement are noted.
- The second round of statements will be recorded, along with all comments and concerns raised.
- Members will state whether they wish to recommend endorsement by their respective body. (See Step 4 for members where this is a requirement)

Step 4. Ensure that agreement is reached among members who are charged with making a recommendation to their respective body, i.e., representatives of bodies that must legally adopt the product or, due to their critical role in implementation, must approve the product.

- For each item where concurrence is requested, the attached "Table of Products and Stakeholder Group Roles" will be used to identify the members whose agreement is required in order for the item to be forwarded for recommendation.
- The agreement reached in Step 3 must include members of all groups shown with an "A" in the Table. If one of these members does not

indicate agreement, the concerns of that member must be addressed, and the member must indicate agreement before the item can be recommended for approval or adoption. Repeat Step 3 until this is achieved.

Step 5. Ensure that dissenting opinions and qualified support is recorded in a formal report to all of the decision-making bodies for a given product.

- After agreement is achieved in Step 4, recommend the item to the bodies and agencies with an “A” noted in the Table.
- Recommend the item to any additional bodies for “endorsement” where the member indicated in Step 3 agreement or neutral and stated a desire to request their body to endorse the product.
- Include in the report on the recommendation a report of all issues and concerns raised that were not resolved and all dissenting opinions.