



Procedures of the Oregon Coordinating Council on Ocean Acidification and Hypoxia

STRUCTURE AND ROLES

Co-Chairs

The Council is Co-Chaired by the Oregon Department of Fish and Wildlife and Oregon State University, per Senate Bill 1039. Co-Chairs (and staff) design agendas, prepare materials to address Council interests and information requests, as well as ensure that Council deadlines are met effectively and collaboratively. Co-Chairs will work with Council staff and the Governor's designee to coordinate the work of the Council with other policy processes.

Executive Committee

The Council may choose to elect from its members individuals to serve on an Executive Committee, to work with Co-Chairs and the Governor's designee between meetings. Duties may include work delegated by the full Council, facilitating working groups, building agendas, and other interim work. The Executive Committee position office terms will be held for a two year calendar period. Reelections to subsequent terms is allowed. There is no office term limit.

Council Members

Council members serve on the Council representing key stakeholder interests, agencies, and the public, as described in Senate Bill 1039 enrolled. All members are expected to directly engage in the consensus-building process, including the identification of issues, recommendations, and solutions. The Council's recommendations and actions will be supported by science, informed by public input, and based on careful deliberation by Council members and working groups.

Members are expected to bring the concerns and perspectives of their various constituencies to the Council's table, as appropriate, for discussion and consensus building. It is understood that many members participate in other initiatives at local, state, regional, and national levels and may advocate in those forums for solutions on issues related to the Council's work, but will differentiate between personal perspective and the Council's group decision-making and recommendations.

To enhance the possibility of constructive discussions and dialogue as members educate themselves on the issues and engage in consensus building, members agree to be candid and respectful of the diversity of views on the topics the Council will address. Members agree to avoid personal attacks both at the table and away from the table amongst themselves and with the general public at large.

Working Groups

The Council may choose to identify areas of work that could best be achieved by a subset of Council members and individuals who are not sitting on the Council. When the Council identifies these areas and creates a working group, a timeframe for service and deliverables will be identified by the full Council. It

is the responsibility of a working group to regularly update the Council and the executive committee at each Council meeting on the progress of the working group. In order to maintain strong concordance between working group products and Council intent, the working groups shall be comprised of Council members that equal or outnumber other working group members, unless the Council clearly describes the justification for a different composition and the method by which those members be selected. The intent of this is to make thoughtful and concise decisions to guide Council work. Working groups shall be in place no more than 2 years, at which time membership, purpose, and scope of work shall be reevaluated.

AGENDA DEVELOPMENT

Overall Policy Statement

The Council will attempt to follow an agenda at each meeting that balances the needs to expeditiously provide the necessary information to inform Council members, provide a forum for discussion and action on issues as needed, allow public notice of actions to be taken, and provide the public with a means to raise issues for consideration by the Council.

Agenda Development and Posting

The agenda for each Council meeting will be developed by the Co-Chairs and the Executive committee, incorporating guidance from the work program and task schedule agreed to by the Council, as well as Council member guidance gathered at each meeting. The Co-Chairs will also incorporate requests, as agenda scheduling allows, from the Governor, Oregon Legislators, or the public. Draft agendas will be posted on the Council website at least one week prior to Council meetings. The Council will vote at the beginning of each Council meeting to adopt as proposed or to amend the agenda for a given Council meeting.

CITIZEN INVOLVEMENT

Overall Policy Statement

The Council welcomes public involvement and input; the Council will provide citizens with meaningful opportunities for input on the Council's process and products, including policy formulation, plan preparation, plan review and adoption, and implementation.

Participation in Council Meetings and Deliberations

Citizens will be encouraged to participate in Council meetings in two ways:

1. General public comment. A specific "open mic" time for public comment to the Council will be set aside during each regular Council meeting and noted on the agenda. Members of the public intending to make comment will be asked to sign up, so that time can be equitably shared, and a record of those speaking is provided to assist in generating an accurate meeting summary.
2. Written comments (emails or letters) will also be accepted at any time from the public, including at Council meetings. Written comments will be shared with Council members by Council staff.
3. When applicable, members of the general public may be asked to serve on a Council working group by a Council member based on their expertise in a specific issue.

Notice of Council Meetings

It is the policy of the Council to ensure that citizens are informed as to when and where the Council will meet and the topics to be discussed, with special attention to note those items on which the Council may take official action. Council meeting announcements (including date, time, location, and agenda) will be posted on the State's public meetings calendar and on the Council's website.

<http://www.oregon.gov/transparency/pages/publicmeetingnotices.aspx>

<http://oregonocean.info/index.php/ocean-acidification>

Public Workshops

The Council intends to conduct workshops and community meetings whenever appropriate or necessary to solicit facts, opinions and ideas. Workshops will be structured to encourage an exchange of information and to facilitate discussion among participants. Public workshop announcements (including date, time, location, and agenda) will be posted on the Council's website.

<http://oregonocean.info/index.php/ocean-acidification>

Meeting Locations

In-person meetings will be held at both coastal and inland locations. For in-person meetings, efforts will be made to provide remote audience options for Council members and the public, whenever possible. Some Council meetings will be scheduled as remote attendance only. Remote participant information will be included on the agenda and on the Council website.

<http://oregonocean.info/index.php/ocean-acidification>

CONSENSUS AND DECISIONS

Overall Policy Statement

The Council will attempt to reach consensus on each policy item or plan decision, including recommendations and resolutions to the Governor, the State Legislature, the Oregon Ocean Science Trust, or state agencies. A consensus process will enable the Council to more freely discuss issues to arrive at a decision acceptable to all. In some circumstances, precise wording of a consensus decision may be developed by staff after review of recordings of the discussion for approval by the Council at a subsequent meeting.

Consensus Defined

Consensus is defined as the ability for each Council member to say that:

1. I was a respected member of the group that considered the decision;
2. My ideas (opinions, knowledge, concerns, beliefs, hopes) were listened to;
3. I listened to the ideas (opinions, knowledge, concerns, beliefs, hopes) of others; and
4. I can support the decision of the group, even though I might have come to a different decision had I acted alone.

The Council will seek consensus decisions on advisory recommendations. General consensus is a participatory process whereby, on matters of substance, the members strive for agreements that they can accept, support, live with, or agree not to oppose. In instances where after vigorously exploring possible ways to enhance the members' support for the final decision on a recommendation, and the Council finds that 100 percent acceptance or support is not achievable, final decisions will require the majority of a quorum of members. This majority decision rule underscores the importance of actively developing consensus throughout out the process on substantive issues with the participation of all

members. The consensus process will preserve the opportunity for minority opinions to be expressed and reflected on in the record of the Council's deliberations.

Quorum/Voting

In those instances where consensus cannot be reached after debate and discussion, the Co-Chairs may initiate or entertain a motion to vote on the issue. All motions must be seconded to act upon. The Chair may also elect to suspend debate until a subsequent meeting. If needed, minority positions will be reflected in all products and positions of the Council, with the minority language approved by minority members.

A majority of the members of the Council, which may include the Co-Chairs, constitutes a quorum for the transaction of business. A Council member may attend a meeting, participate and vote by telephone. A quorum is necessary for an official vote of the Council (quorum is 7 members, for this Council of 13 members). A majority vote of the quorum present is necessary to take an action. The following table specifies the minimum number of concurring votes necessary to pass or reject a motion:

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|----------------------------------|---|---|---|----|----|----|----|
| Number of OCCOAH Members Present | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Votes necessary for a majority | 4 | 5 | 5 | 6 | 6 | 7 | 7 |

The Council may meet, receive information, hear testimony, deliberate, discuss, and take informal "sense of the council" votes without a quorum of members but cannot take official action.

A motion to reconsider a decision may be entertained by the Co-Chairs if a majority of those present votes to reconsider.

Attendance

Council members take seriously the responsibilities of membership and will endeavor to attend and participate in all Council meetings. However, members recognize that unavoidable conflicts may prevent attendance at all meetings. Council members may choose to designate a member of the public as an alternate for their designated Council seat; alternates must be approved by the Co-Chairs. Council members may only have one alternate. Council alternates will not be counted as part of a quorum; however, alternates are allowed to participate in the discussions and deliberations on issues if they are able to represent the views and interests of their constituents. The primary Council member must keep the alternate apprised of the Council's work and progress, so that the alternate can be a productive participant in the Council meetings, when serving as the alternate.

When a Council member is absent from three successive Council meetings, regardless of whether their designated alternate was present, the Council *may* request that the appointing/designating authority remove that member and select another to fill the term of that position. When a member is absent four out of five successive Council meetings, the Council *shall* request that the appointing/designating authority remove that member and select another to fill the term of that position.

Voting Action

The Council will endeavor to provide effective notice to the public, groups, agencies and interest parties of official voting actions which the Council may take at a meeting and to provide to both Council members and any interested party written materials related to the proposed action. Whenever an item

placed on the agenda may result in an official vote of the Council, that item shall be so noted on the agenda as an "Action Item" and shall be so indicated in the public notice of the meeting at which the item will be discussed. The Council, through its staff, will attempt to provide written information on any proposed "Action Item" which describes the proposed action, the issues involved, legal or policy implications and other information which will assist the public and the Council to understand the item and conclude discussion prior to a vote. This information will, if at all possible, be made available to the members and the public no less than one week prior to the meeting where action will be taken.

Meeting Records

All Council meetings will be videotaped or recorded to provide an official record of Council proceedings. Written minutes will be prepared, as required by Oregon law (ORS 192.650(1)).

Council Records

All public records of the Council, not otherwise exempt from disclosure by law, are available for inspection and copying. The Oregon Department of Fish and Wildlife will act as custodian of the public records of the Council. On behalf of the Council, ODFW will respond to public record requests in a reasonable time, in accordance with the provisions of OAR 660-040-0005 and the Public Records Law, ORS 192.410 to 192.505.