



WYOMING PUBLIC LANDS INITIATIVE

Park County WPLI Advisory Committee Group Charter



**Park County Board of County
Commissioners**



**Wyoming County Commissioners
Association**

Charter prepared by:

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1. BACKGROUND AND PROJECT DESCRIPTION

In early 2016 the Wyoming County Commissioners Association (WCCA) organized the Wyoming Public Lands Initiative (WPLI). The WPLI is a collaborative, county-led process intended to result in one state-wide legislative lands package that is broadly supported by public lands stakeholders in Wyoming. The WCCA encouraged commissioners in the 14 counties with Wilderness Study Areas (WSAs) to convene working groups composed of representatives of a diversity of interests to develop recommendations for final designation of these lands.

In spring 2016, the Park County Commissioners voted to convene an advisory group made up of 10 members, with 10 alternates. The members and alternates represent the following sectors: Agriculture & Ranching, Conservation, Energy, General Public, Motorized Recreation, Non-motorized Recreation, and Sportsmen. Commissioner Bucky Hall is serving as the committee chairperson. Their introductory meeting was held on June 1, 2016.

2. PURPOSE, PRODUCTS and OUTCOMES

The Park County Board of Commissioners has appointed the WPLI Advisory Committee to conduct a collaborative review process of the WSAs and other potential land use interests in Park County. Specifically, this includes the High Lakes WSA, the McCullough Peaks WSA, as well as other areas that may come into consideration over the course of discussion. The Advisory Committee will develop and submit a proposed WSA management recommendation for the WSAs to the Board of County Commissioners for approval. Once approved, the Wyoming County Commissioners Association, in cooperation with the office of the Governor and the offices of the Wyoming federal delegation, will review the Advisory Committee recommendations and to the maximum extent practicable, include them in a legislative draft to be introduced in Congress.

Each recommendation submitted by the committee shall be accompanied with sufficient rationale for the recommendation made. The Board of County Commissioners shall review the WPLI Advisory Committee's recommendations and take official action to establish a final WPLI recommendation for the county at a regularly scheduled commissioner meeting. Should the BOCC not approve the recommendation or have further instructions for the Advisory Committee, the BOCC may remand the recommendation back to the Advisory Committee for further work to reach consensus approval.

The Board of County Commissioners shall forward its approval of the final recommendation and rationale for the recommendation to the Wyoming County Commissioners Association. In addition to the final recommendation, the Commissioners shall also provide to the WCCA during development of the recommendation the following documents for posting on WCCA's WPLI hub:

- a. A copy of the minutes from all of the WPLI Advisory Committee meetings;
- b. All relevant background information gathered by the committee;
- c. Any information pertaining to the public field trip and impressions noted regarding the wilderness characteristics of the individual WSA/s;
- d. A copy of the draft committee WPLI recommendation; and

- e. A copy of public comments received on the draft recommendation, and the WPLI committee recommendation as it was initially presented to the commissioners.

Following receipt of county recommendations, the WCCA in conjunction with the office of the Governor and the federal congressional delegation, will review the recommendations for consistency and develop one legislative bill for introduction in the U.S. House and Senate.

3. GEOGRAPHIC AREA

The Park County WPLI Advisory Committee will develop recommendations for the following WSAs wholly contained within the county:

1. High Lakes WSA
2. McCullough Peaks WSA

4. ADVISORY COMMITTEE MEMBERS and ALTERNATES

Role of Committee Members

The Advisory Committee is made up of individuals with interests in the designation and management of WSAs in Park County. Members are appointed by Board of County Commissioners and will serve on the committee through the completion of the committee's work. It is recognized that Advisory Committee members have multiple interests and may participate in discussions from various perspectives. Yet, for representative purposes each Advisory Committee member has been assigned to an interest category.

Advisory Committee members will be expected to represent the interests of (1) themselves, (2) organizations that have authorized the Advisory Committee member to represent them, or (3) groups of constituents from a similar stakeholder group. Ideas presented within Advisory Committee discussions will not be assumed to be the official position of the organizations or groups represented unless specifically stated to be so. Advisory Committee members have the responsibility to keep the organizations and interest groups they represent informed about the actions and outcomes of the Advisory Committee's process.

Role of Alternates

Each committee membership category is represented by one Advisory Committee member and one Alternate. Alternate group members are encouraged to attend and participate in Advisory Committee meetings and functions along with the primary group members. In the event that an Advisory Committee member cannot attend a meeting, he/she may be represented by an alternate member designated in their specific membership category. Prior to meetings, the alternate should be fully briefed by the primary group member when s/he is serving as the sole representative.

Replacement Appointments

If an Advisory Committee member withdraws from the committee, the alternate committee member will become the primary member representing that membership category. If the alternate is unable to assume that role, the Board of County Commissioners will appoint a replacement

member from the same interest category, seeking a replacement member in harmony with the existing Advisory Committee Members. Replacement members are expected to take the initiative to spend extra time prior to their first Advisory Committee meeting reading through all the past meeting summaries and this charter, talking with the facilitators and committee members to be sure they understand the status of the Advisory Committee's activities, how the Advisory Committee operates, and what will be expected of them. Replacement Advisory Committee Members must make every effort to minimize the impact of their addition to the Advisory Committee's progress toward its goals.

New Committee Member Appointments

If the Advisory Committee decides there is in fact a need to have additional interests represented that are not included on the original committee, then the Advisory Committee will identify potential candidates, or the sector that is in need of representation, and forward this information to the Board of County Commissioners to consider and appoint any additional members. New members are expected to take the initiative to spend extra time prior to their first Advisory Committee meeting reading through all the past meeting summaries and this charter, talking with the facilitators and committee members to be sure they understand the status of the Advisory Committee's activities, how the Advisory Committee operates, and what will be expected of them. New Advisory Committee Members must make every effort to minimize the impact of their addition to the Advisory Committee's progress toward its goals.

Role of Committee Chair (Co-chairs)

The chair of the Advisory Committee will lead the Advisory Committee through meetings in order to reach its recommendations. The chair will work with the facilitator to provide input and direction at various points throughout the process, as well as communicate with the Board of County Commissioners when necessary. The chair will participate as a full Advisory Committee member, including communicating interests and voting on options.

5. RESPONSIBILITIES of the ADVISORY COMMITTEE

a) Acting with Transparency & In Good Faith

All Committee members agree to operate with transparency and in good faith at all times. This means disclosing interests, needs, and issues in a timely manner and committing to the goals of the committee's process. Acting with transparency and in good faith also means respecting the interests, needs, concerns and time commitments of others. Advisory Committee members will endeavor to develop recommendations that are satisfactory to all Advisory Committee members. Advisory Committee members will strive to ensure that a collaborative, integrated approach is taken.

b) Keeping Constituents and Interest Groups Informed

In reviewing information and developing recommendations, Advisory Committee members will consider the interests of other group members as well as their own particular interest group(s). Advisory Committee members may choose to engage in active or formal communication with constituents and interest groups about actions and outcomes of the Advisory Committee. Active communication can include written, verbal, and electronic means of communicating. Members will have meeting summaries available to them for keeping constituents informed.

c) Attending Meetings

Each Advisory Committee member is expected to attend and fully participate in each meeting, which includes being present for substantially all of the meeting.

d) Preparation

Advisory Committee members shall read appropriate materials and arrive prepared to work. Materials presented for discussion should be distributed at least one week in advance of the meeting or longer, as is practical.

e) Understanding and Abiding by the Charter

Advisory Committee members are expected to read, fully understand, adopt and conduct themselves in accordance with the requirements of this charter.

6. RESPONSIBILITIES of the COMMITTEE FACILITATOR

The Advisory Committee will be facilitated by Tara Kuipers with the University of Wyoming Extension. The roles and responsibilities of the facilitators include:

- Facilitating meetings in a manner consistent with this charter;
- Helping the Advisory Committee stay on task and on process;
- Protecting Advisory Committee members and their ideas from attack while ensuring that provocative issues are not avoided, but are discussed in a candid and respectful manner;
- Helping Advisory Committee members reach consensus; and
- With the chair, providing for equitable participation by all members.

7. RESPONSIBILITIES of the COMMITTEE SECRETARY

The Advisory Committee secretary will be Shaunna Romero with the Park County Commissioners Office. The roles and responsibilities of the committee secretary include:

- Handling meeting logistics;
- Keeping meeting attendance records of all Advisory Committee members;
- Maintaining a list of significant topics on which the Advisory Committee has reached consensus or have failed to reach consensus.

- Develop meeting summaries and distribute to Advisory Committee members, alternates, interested parties and publish on the designated website(s)
- Serve as the primary communication and information “hub” particularly using email communication.
- Assure documents, data, maps, summaries, agendas and other information produced by or utilized by the committee is stored and maintained appropriately

8. ADVISORY COMMITTEE DOCUMENTATION: SUMMARIES and AGENDAS

Meeting Summaries

Summaries shall include an attendance record, a summary of actions taken at the meeting, and other information pertaining to the deliberations. The meeting summary will be emailed to advisory committee members no less than one week following the meeting. At the next scheduled committee meeting, the summary will be reviewed, edits can be suggested, and accepted by the committee; the approved-as-edited meeting summary will be considered final.

Agendas

At the end of each meeting, the committee will specify a tentative agenda for the following meeting. The committee chair will develop draft meeting agendas prior to each meeting. Final agendas including any added topics will be approved by the committee at the start of each meeting and will include opportunities for public comment as required by this charter.

9. DECISION MAKING: USING CONSENSUS

The Advisory Committee will operate by consensus. Consensus is the decision rule that allows collaborative problem solving to work; it allows building trust and the sharing information, especially under conditions of conflict. Consensus does not mean that everyone will be equally happy with the decision, or that the committee is unanimous in accepting the decision. Consensus means that all agree the decision is the best that can be made at the time with the people involved.

In making decisions, each Advisory Committee member will indicate his/her concurrence on a specific proposal using a six-point scale. The scale allows Advisory Committee members to clearly communicate their intentions, assess the degree of agreement that exists, and register their dissatisfaction without holding up the rest of the Advisory Committee.

The six-point consensus scale is as follows:

1. Endorsement –Member likes it.
2. Endorsement with Minor Point of Contention – Basically, member likes it.
3. Agreement with Minor Reservations – Member can live with it.
4. Stand aside with major reservations – Formal disagreement, but will not block the proposal.
5. Block – Member will not support the proposal.

6. Indecision – Member cannot make a decision without more information. Member must specify what information is needed, and re-vote once that information has been obtained.

Consensus is defined as all Advisory Committee members present rate the proposal as a 1, 2, 3 or 4. Facilitators will measure and record the Advisory Committee’s consensus on a given proposal by open polling of the members present.

10. “AD HOC” SUBCOMMITTEES

Ad Hoc subcommittees may be formed in order to address specific topics or issues. Work generated from these subcommittees will be reported back to the full Advisory Committee. Subcommittees will follow the same ground rules for interaction as the full Advisory Committee.

11. GROUND RULES FOR INTERACTION

In order to have the most efficient and effective process possible, Advisory Committee members will follow these basic ground rules:

- **Treat each other, the organizations represented on the Advisory Committee, and the Advisory Committee itself with respect at all times.**
- Speak one at a time in meetings. Everyone will participate; none will dominate.
- Be concise and stick to the topics on the meeting agenda.
- Speak on one topic at a time (no laundry lists).
- Speak to the whole group when talking.
- Avoid side conversations.
- Avoid off-topic questions.
- Refrain from interrupting.
- Adhere to the agenda and time schedule with diligence.
- Put cell phones on “vibrate” and leave the room when a call is received.
- Be prepared to start on time.
- Recognize that everyone’s interests are important.
- Avoid repetitiveness.
- Commit to disagreeing, without being disagreeable.
- Avoid “cheap shots” and/or sarcasm.
- Refrain from hostility and/or antagonism.
- Leave personal agendas and “baggage” at the door; put personal differences aside in the interest of a successful Advisory Committee.
- Focus on the problem, not the person.
- Actively strive to see the other points of view.
- Follow through on commitments.

12.PUBLIC INVOLVEMENT at COMMITTEE MEETINGS

All Advisory Committee meetings are open the public. Public comment periods will be specified in advance, typically at the end of each meeting. The chair will determine and maintain time limits to allow as much participation as possible within the allotted time. The Advisory Committee will not normally attempt to respond to public or media comments. The Committee Chair has the right to deny the floor to public speakers who are unruly or deemed disrespectful to the committee and its goals.

13.WORKING with the MEDIA

Advisory Committee members are free to speak with the media. When speaking to the media, members must make it clear they are representing themselves and not the Advisory Committee at large. The committee chair will serve as the formal representative of the Advisory Committee to the media; any requests for official comment on or from the committee should be directed to the chair.