

## **DRAFT**

### **PUGET SOUND PARTNERSHIP ECOSYSTEM COORDINATION BOARD (ECB)**

#### **DRAFT CHARTER AND OPERATING GUIDELINES (December 17, 2009)**

##### **Purpose of ECB**

The purpose of the ECB is to advise and assist the Puget Sound Partnership Leadership Council in carrying out its responsibilities in implementing chapter 90.71 RCW including development and implementation of the Action Agenda.

##### **Statutory Membership**

- One representative from each Action Area (Strait of Juan de Fuca, The San Juan Islands, Whidbey Island, North Central Puget Sound, South Central Puget Sound, South Puget Sound, and Hood Canal)
- Two members representing general business interest, one representing in-state general small business interests
- Two members representing environmental interests
- Three representatives representing tribal governments located in Puget Sound
- One representative each from counties, cities, and port districts
- Three representatives from state agencies with environmental responsibilities in Puget Sound, one being the commissioner or public lands or designee
- Three representatives of federal agencies with environmental management responsibilities in Puget Sound
- Two state senate representatives
- Two representatives from the state's house of representatives

Other than the legislative representatives, each representative shall identify one alternate or designee to take their place if they are unavailable to attend the meeting.

If the chair is unable to attend the meeting, his alternate may sit at the table but the vice chair will take over the chair duties.

##### **Participation by Invitation**

The Board may invite non-voting participation by other representative groups if deemed appropriate by the Board.

##### **Member Responsibility**

Board members are expected to have a representative at each meeting. Representatives are expected to bring their represented group's perspective and position to the meetings and to communicate the results of the meetings back to the groups they represent. Members will be appointed to four-year terms with no term limits.

##### **Role of the ECB**

The role of the ECB is specified in RCW 90.71.250(5). The ECB is required to assist with compilation of local programs for inclusion in the Action Agenda (RCW 90.71.250(5)(a)). Upon request of the Leadership Council, it can make recommendations regarding the Action Agenda (RCW 90.71.250(5)(b)). The ECB also has the duty to seek funding to implement the Action Agenda, assist the Leadership Council with public education, and recruit involvement and collaboration to achieve Sound recovery (RCW 90.71.250(c)(d) and (e)).

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Additionally, the role of the Board should be to focus on implementation of the Action Agenda, build and deploy broad-based support for the Action Agenda, and provide guidance to the Leadership Council on priority actions to move forward.

Other ECB roles include:

- Provide input to the Leadership Council on specific key policy decisions,
- Provide cross-caucus reporting and dialog on priority issues,
- Provide input to the Leadership Council on key legislative priorities,
- Engage in the Puget Sound Partnership legislative agenda,
- Help to advance specific implementation priorities,
- Problem-solve around Action Agenda priorities, emerging issues, and implementation roadblocks, and
- Help to focus local integration efforts and implementation support.

The role of subcommittees created by the Board is to focus on one identified priority to develop implementation strategies and bring issues to the full Board for further deliberation.

### **Parliamentary Process**

Board discussions and decision making processes generally will be guided by “Robert’s Rules” processes. The Chair may waive technical parliamentary issues as needed for effective discussion or clarification of issues and action items.

A quorum of the Board is defined as 14 members or their alternates or designees present.

The Board will undertake to make its advisory recommendation decisions in a collaborative manner, with decisions that reflect consensus of the members where possible. If the Board is unable to reach a consensus, a vote may be taken for development of a majority and minority response. Members may vote yeah, nay, or abstain from the vote, which will then be recorded in the meeting summary.

The Chair, as a representative member of the Board, may participate in all discussion and debate and express opinions.

### **Ethics, Preventing Conflicts-of-Interest, and Recusal**

The requirements of state ethics laws apply to all Board members operating in their ECB role. (See RCW43.52 and the reference resources at the Web site for the Executive Ethics Council, <http://ethics.wa.gov/>.) The laws include prohibitions against conflicts of interest, acceptance of most gifts, and release of confidential information. State law also restricts use of state facilities and resources, solely for official public business. The ECB and its members will strive to maintain full awareness and compliance with these requirements in the conduct of its work.

Any member of the Board who feels that she/he has a conflict of interest on any matter on the agenda shall notify the Chair or Director as soon as possible. The member shall:

- a. Choose to not to participate in or attend the meeting, or
- b. Recuse for the discussion - that is voluntarily excuse him/herself, vacate her/his seat, leave the meeting room, and refrain from discussing and voting on the item.

If possible, where there is a known conflict-of-interest issue, it will be located on the agenda in such manner that the Member can participate on other action items and then be excused.

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Any member of the Board who feels that he/she has no prohibited conflict-of-interest but does have an personal or professional interest which the public might misconstrue in the particular situation, shall notify the Chair or Director as soon as possible. The member may either:

- a. Voluntarily recuse, or
- b. If the member feels that they can impartially participate in an issue or decision they shall fully disclose the circumstances at the beginning of the discussion, state their commitment to fairly and impartially deal with the matter, and offer Board members and the public in attendance the opportunity to seek clarification as needed.

**Travel and Other Reimbursement**

Members of the board, except federal and state employees, shall be reimbursed for travel expenses in accordance with RCW 43.03.050 and 43.03.060.

**Meeting Schedule**

As a general rule the ECB will meet on a quarterly basis with additional meetings as called by the chair. The meeting schedule for the upcoming calendar year will be approved by resolution at the last meeting of the prior year and provided to the Office of the Code Reviser by agency staff prior to December 31 as required by the Open Public Meetings Act.

**Leadership**

*Leadership Council*

The Leadership Council may request advice and assistance from the Board on a variety of issues.

*Election of Chair and Vice-Chair(s)*

The board shall elect one of its members as chair and one or two of its members as vice-chair or co-vice chairs for a two-year term. Elections will be held at the last scheduled meeting of the odd numbered years. There is no term limit on either position.

*ECB Executive Committee (EEC)*

The chair will create an executive committee to assist with agenda development and help direct the work of the board. The EEC will consist of the chair, vice chair, tribal representative, business representative, environmental representative, local, state, and federal government representative, and an action area representative. The co-vice chairs will also represent an interest but the chair will act as chair only.

**Meetings, Agendas, and Summaries**

1. Meetings of the ECB are not subject to the Open Public Meeting Act as defined in Chapter 42.30 RCW, but, in the spirit of transparency, meetings will generally be open to the public.
2. The ECB Chair and EEC will prepare the meeting agenda in consultation with the Leadership Council and Executive Director or his designee. The chair shall request suggestions for the agenda at the end of each regular ECB meeting. The staff to the Board will maintain a running list of pending agenda items garnered from the Board meetings, Partnership staff, Leadership Council and Science Panel meetings, and legislatively mandated items. The staff will provide this pending list in draft agenda form to the EEC prior to its planning meeting. The EEC planning meeting will be used to finalize the proposed agenda for distribution to the Board and other interested parties. Agenda items will be designated as action, discussion, or briefing items. At the commencement of each regular meeting, the Board members will adopt or modify the agenda for the session.

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3. Meeting materials for the Board's meeting packet will be provided via e-mail approximately one-week prior to the meeting and in hard copy at the meeting.
4. During the meeting, at the end of each discussion topic, the discussion will be summarized to identify any assignments or decisions made. During the last 10-15 minutes of each meeting, staff will review the decisions and assignments made during the meeting for confirmation and agreement. Following the conclusion of each meeting, staff will provide a summary of the key decisions and discussions via e-mail. The official record of the meeting is provided by electronic verbatim recording, and is generally not transcribed. The Summary Meeting Notes serve as a condensation and outline of all action items and major discussions. The Summary Meeting Notes are usually circulated to ECB members in draft form about three weeks prior to the following meeting, and are then formally reviewed for adoption at that meeting.