2nd edit

Salt Creek Watershed Solutions

\*\*edit name??

**CHARTER**

This **Charter** defines the purpose and goals of the Salt Creek Watershed Solutions and documents how the members agree to work together.

Adopted 0/00/2017

By Salt Creek Watershed Solutions

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| **Mission /**  **Purpose**  *Defines the*  *overall mission or*  *purpose of the*  *Partnership.\*\*OK* | The purpose of Salt Creek Watershed Solutions is to develop an  inclusive community forum identifying current and potential watershed challenges, and creating a unified plan to balance watershed needs, particularly as it pertains to the impacts of flooding in the watershed. |
| **Goals**  *Defines the*  *primary goals*  *that will guide*  *the work of the*  *Partnership.*  *\*\*Revised* | Work collaboratively to develop a plan for Watershed Solutions that:   * Reduces flood events and their impacts * Increases landowner knowledge to make more informed decisions * Secures the financial, technical, and practical resources needed to further   these goals   * Insures healthy rivers and good water quality * Provides solutions that are long term and adaptable * Allows for resilient, productive, and sustainable agriculture |
| **Guiding**  **Principles /**  **Shared**  **Values**  *Identifies the key*  *principles or*  *values that will*  *guide how the*  *members work*  *together as a*  *Partnership.*  *\*\*OK* | The following principles guide how we will work together.   * Partnership. We recognize different perspectives and seek common   ground to develop strategies that meet our collective needs.   * Transparency. We create an inclusive process to openly share   information and interests, invite curiosity and encourage dialogue.   * Innovation. We bring our best ideas and information to the table and   explore innovative, out-of-the box solutions.   * Commitment. We act in good faith to support the success of the   Partnership in developing strategies that are in the best interest of the  region.   * Flexibility. We are open to new ideas and approaches and will adapt our   process or approach to fit the needs of the Partners.   * Action. We seek practical near-term actions as well as longer term   strategies consistent with our goals.   * Clarity. We commit to expressing all of our findings in the simplest and   clearest form possible. |

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| **Vision**  *Defines the*  *aspirational*  *future that the*  *Partnership*  *hopes to*  *accomplish.* | Regional partners ensuring overall health and sustainability of the lands in the Salt Creek Watershed  \*\*Needs revision, group wants to come up with a slogan that points to a future condition at a certain time, not into forever\*\*\*  (Functionality of watershed/resolve flooding issues) |
| **Membership**  *Defines*  *Membership of*  *the Partnership.*  *\*\*OK* | The Partnership is a voluntary association that actively seeks to include diverse  perspectives, interests, and expertise regarding resource concerns (surrounding flooding) in the Salt Creek Watershed. Organizations or individuals may join the Partnership at any time by agreeing to the terms of the Charter. The Partnership will seek to include, but not be limited to, representation and input from the following categories **(each entity is limited to one vote):**   * + Special districts/water districts/watershed councils   + Industrial water users   + Local businesses and economic development organizations   + residents, rural homeowners, and landowners   + Conservation/environmental organizations   + Timber/forestry groups   + Agricultural groups   + Recreation groups   + Academic/scientific community   + City and county governments   + State and federal agencies   + Tribes   + Elected officials   A current listing of Partnership members will be maintained on the website at:  [www.saltcreeksolutions.com](http://www.saltcreeksolutions.com) |
| **Structure**  **and Function**  *Defines structure*  *and roles of*  *groups within the*  *Partnership.*  *\*\*Revised* | **Planning Partnership:** Broad group of participants that commit to work  collaboratively to identify current and future watershed challenges and develop a plan to meet future instream and out-of-stream water needs. The Planning  Partnership provides direction to the Steering Committee and makes  decisions about the contents of the Plan. Members of the Planning Partnership  will:   * + Actively participate in meetings of the full Partnership.   + Contribute data and information when requested.   + Volunteer to serve on the Steering Committee or sub-groups.   + Work to build community and statewide awareness and support.   + Make decisions about contents of the Plan.   + Contribute resources to help sustain the Partnership.   **Steering Committee:** Diverse group representing a range of Partnership perspectives whose primary purpose is to coordinate and support the efforts of the Partnership **and to provide advice to the conveners.** The Steering Committee is made up of up to 12 Partners, including the two Co-Conveners, who get together between meetings of the Planning Partnership to provide input to ensure that diverse interests are included, identify potential issues and opportunities, gather information, frame issues for discussion by the Partnership, and follow a planning process that balances interests. Members of the Steering Committee will:   * Draw upon their expertise to help prepare information for discussion by   the Planning Partnership.   * Solicit diverse points of view, listen to ideas that are not their own, and   represent a broad range of perspectives.   * Make decisions about the planning process and may make content or   technical recommendations to the Planning Partnership.  Initial membership of the Steering Committee was established by soliciting  volunteers to represent a cross-section of the Partnership. When a vacancy  occurs on the Steering Committee, the **Project Team or planning partnership??** will recommend a replacement for the Committee’s consideration. Steering Committee  deliberations are limited to Committee members and guests invited to provide  information or perspectives.  **Sub-groups:** Topic-specific sub-groups may be organized by the Steering  Committee as needed to work on specific aspects of the Plan and/or assist in  communication and outreach. Sub-groups may present information and make  recommendations to the Steering Committee for consideration by the  Partnership. Sub-groups will be made up of Partners as well as others who have  relevant expertise and or interest in the topic(s) being discussed.  **Project Teams (PT):** The Project Team (like a steering committee, but only for on the ground projects) makes administrative and process decisions regarding implementation of any grants or funds received for this project and the planning process. This includes planning meetings and preparing materials and meeting notes to support the work of the Partnership, the Steering Committee, and Sub-groups. The Project Team also recommends Partners to serve on the Steering Committee to represent a cross-section of the Partnership.  The Co-conveners are responsible for bringing people together to address an  issue, problem or opportunity while remaining impartial to any particular  outcomes. T**he Conveners’ primary responsibility is to serve as the organizer**  **and administrator of the collaborative process and guides the facilitator in carrying out the preliminary and follow-up tasks that ensure the process progresses in a manner consistent with this Charter.** |
| **Decision**  **Making**  *Identifies the*  *decision making*  *protocol to be*  *used and*  *addresses how*  *lack of*  *agreement will*  *be handled.*  *\*\*\*OK* | The Partnership intends to provide an inclusive, transparent forum to identify  opportunities and resolve issues in the collective interests of the Partnership. The Partnership will make decisions in the spirit of consensus using a collaborative process that engages all viewpoints offered to strive for mutually acceptable strategies.  **Definition: Consensus** is a decision-making process in which group members  develop and agree to support a decision in the best interest of the whole. A  practical definition of consensus is:   * The parties have had an opportunity to share and understand all   viewpoints.   * The parties have reached a ‘meeting of the minds’ sufficient to make a   decision and carry it out.   * Once agreement has been reached, the Partners are committed to   supporting the decision or refraining from blocking or disparaging it.  Consensus on a decision about a project, recommendation, or action the  Partnership plans to take will be reached when all members can make one of  the following statements about the decision:   * I agree with the decision and will publicly support it. * I agree with the decision but will refrain from publicly supporting it. * I can live with the decision and won’t disparage it in public or stand in the   way of its implementation.  **Consensus Decision Making Process:**   * While anyone may participate in meetings and deliberations of the   Partnership or any working groups that have been established, only  persons signing the Charter may participate in Partnership decision  making.   * Partnership members are encouraged to attend meetings in person. If   this is not possible, members may designate an alternate to attend a  meeting and contribute to discussions on their behalf. Alternates must  sign the Charter and the name of the alternate should be conveyed to the  Project Team prior to the meeting. It is incumbent upon the Member to  ensure that the alternate can accurately convey their position. It is also  incumbent upon the person representing an organization to accurately  convey the position of the organization they represent.   * A formal ‘voting’ process will not be used. However, depending on   complexity of the issue, appropriate process tools will be used to test for  consensus, such as: |
|  | * Red, Yellow, Green cards * Thumbs up, thumbs down, neutral * Ranking on a scale of 1 – 5 * Priority ranking * Show of hands (can be done with eyes closed or open) * Partnership members (and/or their alternates) must have attended at   least two of the last four meetings to formally participate in making  decisions.   * Each entity represented in the Partnership has one ‘voice’. If there are   multiple individuals representing an entity, they must select one person  amongst them to speak on behalf of the entity.   * The Partnership will endeavor to allow reasonable time for members to   discuss interests and solicit perspectives of constituents prior to calling  for a final decision.   * Substantive decisions will not be made at meetings where the spectrum   of Partners is not present, based on the Conveners’ review of  attendance. The group may make tentative decisions at such meetings  and follow up via e-mail, or may delay decisions until a spectrum of  Partners is available.  **If Consensus is NOT reached,** the following process will be used to resolve the issue:  **A. If time is available: Continue to work on the issue using one of the**  **following:**   * Continue to discuss during the meeting – revisit previous steps in the   process to consider all aspects of the issue.  Provide opportunity for dissenting members to provide constructive  alternatives to meet everyone’s needs.   * Refer the issue to a sub-group for further study and discussion; then   report back to Partnership at a subsequent meeting and re-test for  consensus.  **B. If time is NOT available (i.e. if goals of project would be compromised):**   * Refer to Steering Committee to determine how to handle the issue. * Steering Committee may table, study further, narrow   options, or select a preferred option to recommend to the  Partnership.   * Steering Committee reports recommendation back to the   Partnership, including a description of all alternatives, and a  further attempt is made to reach consensus.   * If consensus is still not reached, a decision may still be reached by   agreement of the majority of the Partnership and recorded as such.  **Recording Decisions:**  The meeting notes and final report will reflect:   * Items on which the decision was reached by consensus of the   Partnership.   * Items on which contentious consensus was reached, in which case   Partners will be given the opportunity to prepare “Minority” and  “Majority” reports and facilitators will outline the main points of  disagreement for the record.   * Items on which there are mixed opinions and the Partnership concluded   it could not reach consensus or come to a decision.  **Modifying Decision:**  Decisions reached by consensus will not be revisited or modified unless :   * Significant new ecological, economic or social information that may affect   the decision becomes available, and   * The Partnership comes to consensus to revisit the decision in light of new   information or perspectives, or   * The decision is provisional and intended to be reviewed at a future date,   in which case this intent will be noted in the meeting notes. |
| **Member**  **Responsibilities**  *Identifies the*  *responsibilities*  *that the*  *members commit*  *to.*  *\*\*OK* | Success of the Partnership relies on good faith efforts of the members to fulfill  the provisions of the Charter and the contents of the Plan (they must have signed onto the charter to vote). Members of the Partnership, Steering Committee, and Sub-groups agree to:   * Make every effort to attend meetings, or arrange for another   representative to attend and speak on their behalf.   * Review meeting notes and materials in advance of meetings. * Participate in meetings and express the views of the organization and   constituents they represent (i.e. stakeholders, members and colleagues  of the entity they represent).   * Keep their constituents informed about the Partnership’s work and seek   their input to facilitate understanding and support of decisions made by  the Partnership.   * Engage in respectful, constructive dialogue with other members. * Seek creative resolution of differences and work to bridge gaps in * understanding to achieve consensus. * Refrain from making negative comments about decisions that were   reached by consensus.   * Direct their activities toward ultimately fulfilling the Charter’s   Mission/Purpose and Goals. |
| **Meeting**  **Protocol**  *Defines how the*  *meetings of the*  *Partnership will*  *be conducted.*  *\*\*OK* | **Meeting Schedule:**   * Meeting schedules will be maintained online at   <http://saltcreeksolutions.com/meeting-materials/>  **Record Keeping:**   * Partnership and Steering Committee Meetings:   + Decisions and key action items will be recorded on flip chart or   displayed on screen by facilitator during the meeting.   * + A ‘Parking Lot’ of unresolved or tangential issues will be   maintained by the facilitator and displayed at the meeting(s).   * + Notes will be taken by the facilitator and will be posted on the   Partnership website by the Convener no later than two  weeks following each meeting.   * + Notes from the prior meeting will be reviewed at the beginning of   the next meeting and any clarifications or corrections will be  resolved.   * Project Team meetings and Sub-Group meeting notes will be taken by a   member of the group and will be submitted to the Conveners within  two weeks of the meeting.   * Attendance will be listed in all meeting notes.   **Meeting Guidelines (i.e. Ground Rules):**  All members agree to abide by the following guidelines for effective meetings:   **Focus on the future.**   Recognize that we are a system - work in a spirit of togetherness.   Respect all viewpoints - allow others to be heard.   Engage in collaborative discussion – seek win-win solutions.   Strive for understanding – ask for clarification when needed.   Be patient.   Start/stop on time.   Silence electronics.   When speaking, identify yourself and all organizations you represent. |
| **Communication**  **\*\*OK**  *Identifies the*  *basic*  *communication*  *protocols to be*  *used by the*  *Partnership. A*  *separate, more* | **Meeting Announcements:**   * Partnership meetings will be announced two weeks in advance via email   and posting on the Partnership website at  www.saltcreeksolutions.com. If circumstances require scheduling a  meeting on short notice, the Convener will endeavor to announce  the meeting as soon as possible.   * Meeting agendas will be sent via email and will be posted on the   Partnership website at least one week in advance. |

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| *detailed*  *Communication,*  *Education and*  *Outreach Plan*  *will be developed*  *by a Sub-group of*  *the Partnership.* | **News Media:**   * Any formal announcements, including news releases, that represent the   full Partnership will be reviewed and approved by the Convener.   * All meetings of the Partnership are open to the news media. * Outside of meetings, members may make statements to the media   regarding their own opinions and consensus decisions by the Partnership;  however, they agree not to attribute statements to others involved in the  process or claim to represent the interests or views of others.   * Members of the Partnership are encouraged to inform the   Convener if they intend to be, or have been, interviewed by the media  about the Partnership.   * If a media article or report inaccurately represents a member’s   statement, that individual should inform the Partnership as soon as  possible. |
| **Charter**  **Modifications**  **\*\*OK**  *Defines the*  *process and*  *authority for*  *making*  *modifications to*  *the Charter.* | To ensure that the process is meeting the intended mission of the Partnership,  the Steering Committee will review the Charter at least annually to evaluate how  it is functioning and may propose modifications for consideration by the  Partnership. Modifications may be proposed and approved at any regular  meeting by a consensus decision of the Partnership. |

Salt Creek Watershed Solutions Partnership

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