



Boardman River Dams Committee Operating Procedures

General

- All meetings of the Boardman River Dams Committee and are open to the public. Sub-committee and team meetings are open to the public at the team's discretion.
- Standing and Task Teams will be comprised of members representing the following categories who are committed to attending all meetings and completing the work assigned. Team members will be sought through committee nomination and volunteer processes.
 - 1 Implementation Team member
 - 1 Riparian pond owner
 - 1 Riparian river owner
 - 1 conservation organization
 - 1 recreational user group
 - 1 at large member
- A set of Guiding Principles (yet to be developed) will govern committee processes and expectations for conduct.
- A consistent process will be followed to prepare for, facilitate and report on each meeting.

Pre-Meeting Process

1. Agenda Planning

- Committee members forward issues, concerns, ideas to project facilitators or team facilitator at any time.
- 1 week prior to each meeting, TMR will draft an agenda based on the previous month's meeting and items submitted to facilitators.
- The project assistant will send the draft agenda to the BRDC 1 week prior to meeting with request to submit additions to facilitators.
- Friday before each meeting, TMR will revise the agenda with additions and post on the web site.

2. Calendar

- Publish monthly calendar of meetings
- Send press release 1 week before each meeting
- Keep updated list on web site

Meeting Format

1. Purpose review
2. Agenda review and additions
3. Standing Team Updates and Announcements
4. Task-Specific Team Reports (Alternate months: Discussion/Decision)
5. New Business/Comment
6. Next Month Agenda Items

Meeting Reporting

- Minutes from each meeting will be distributed in draft form within one-week of the meeting.
- All Team reports and updates will be submitted monthly in writing.
- Standing and Task-Specific Team minutes and reports will be posted to the web site within 2 days of submission to the project assistant.