

California Marine Life Protection Act Initiative:
Proposed Second Phase Blue Ribbon Task Force Operating Procedures
March 21, 2007

For any collaborative process to move forward smoothly, it is helpful for those involved to agree at the onset on the purpose for the process and on the procedures by which the group will govern its discussions, deliberations, and decision-making.

I. Charter of the Second Phase Blue Ribbon Task Force

The Secretary for Resources determined it beneficial to convene a task force to make public policy recommendations and to enhance the state's ability to carry out its mandate under the Marine Life Protection Act (MLPA). The charge to the MLPA Second Phase Blue Ribbon Task Force (BRTF) is to meet the objectives of the MLPA Initiative (second phase), including: ~~to oversee the development of a draft Master Plan Framework for the Department of Fish and Game (department) to present to the Fish and Game Commission by May 2005,~~ to oversee a regional project to develop ~~a proposal for~~ alternative ~~networks of~~ marine protected area proposals in an area along the north central coast to present to the California Fish and Game Commission by March 2008~~6~~, ~~to prepare a comprehensive strategy for long-term funding of MLPA implementation by December 2005, and to develop recommendations for improved~~ prepare information and recommendations for coordinating ~~gen~~ management of MPAs with federal agencies involved in marine protected areas ~~management by November 2006, and to provide direction for expenditure of initiative funds.~~

II. Role of the Second Phase Blue Ribbon Task Force

The BRTF will ~~oversee the development of four products-~~ achieve three goals (see charge of the BRTF) and will work to resolve policy disputes and provide direction in the face of uncertainty, while meeting the objectives of the MLPA. The BRTF process will be directly supported by ~~four~~ initiative staff members and indirectly, through the MLPA Initiative Steering Committee, ~~three and~~ department staff. Additional support will be provided by ~~other department staff and~~ independent contractors, as needed and requested. One member of the BRTF will serve as liaison to the MLPA North Central Coast ~~MLPA~~ Project.

Committees of the BRTF may be formed to conduct work outside the regular meetings. The BRTF will designate committee members as needed for the anticipated tasks and outcomes. At the direction of the BRTF, committee members may develop draft products and make recommendations to the BRTF. Committees will not make decisions on behalf of the BRTF.

Department of Fish and Game. The department is the lead agency for the MLPA process and ~~is seeking the will provide~~ advice and recommendations ~~of to~~ the BRTF, MLPA Master Plan Science Advisory Team, and regional stakeholder group. This advice will be used in developing ~~the draft Master Plan Framework and proposed~~ alternative ~~networks of proposed~~ marine protected areas in an area along the north central coast ~~that are e~~ eventually the BRTF will submit its advice submitted to the California Fish and Game Commission, the decision-making body for the MLPA

III. Participation

Interests Represented. BRTF members do not represent specific parties, organizations, agencies or others that have an interest, role, responsibility and/or would be substantially affected by ~~the develop~~ingment and ~~implem~~entation of the MLPA Initiative.

Attendance at Meetings. Each BRTF member is expected to attend each full meeting. It is the responsibility of the member to stay fully briefed on all BRTF meeting discussions and deliberations. The BRTF North Central Coast ~~L~~iaison(s) will also attend meetings of the MLPA North Central Coast ~~MLPA Regional~~ Stakeholder Group.

IV. Meetings

Open Meetings. BRTF meetings will be open to the public. Members of the public will be given opportunities at identified times at each meeting to make comments, raise questions or submit materials, as time permits and the BRTF directs.

Video or Audio Recordings. ~~Every effort will be made to make a~~Audio or video recordings of each regular meeting of the BRTF, SAT and regional stakeholder group will be made available to the public.

Agendas. Proposed meeting agendas will be drafted by the executive director and other staff in consultation with the BRTF chair and under the advice of BRTF members. Proposed agendas will be circulated in advance of meetings and approved or revised at the beginning of each meeting.

Meeting Summaries. Meeting summaries and action item lists will be prepared by the executive director or his/her designee in consultation with the BRTF chair to assist the BRTF in documenting its progress and activities. ~~Draft meeting summaries will be provided to the BRTF for correction and comment prior to distribution to the public.~~ Meeting summaries will be distributed to the public via the MLPA Initiative web page.

V. Decision-Making and Commitments

Decision Making. Decisions will be made by a quorum of the BRTF at regular meetings. Regular meetings may be conducted in person or by conference call. Those BRTF members absent from any meeting will be asked to provide written comments within one week of a decision, and if they do not, their agreement will be assumed.

Quorum. If less than a majority of the BRTF members are present, decision-making will be postponed until a quorum is reached.

Consensus. When concurrence among members is possible, the BRTF will strive to make decisions by consensus. Consensus is defined as all BRTF members can agree to the recommendation or decision.

VI. Safeguards

Good Faith. All BRTF members agree to act in good faith in all aspects of this collaborative effort. Members are encouraged to offer a free and open exchange of ideas, views and information prior to making recommendations or reaching consensus. Personal attacks are not acceptable.

Information. BRTF members agree to share all relevant information to the maximum extent possible. Members will provide information as much as possible in advance of the meeting at which such information is used. BRTF staff will make a good faith effort to distribute documents to BRTF members and the public at least ~~two weeks~~ ten days in advance of requested action.

VII. Process Reminders

- Seek to learn and understand each other's and the public's perspective
- Encourage respectful, candid and constructive discussions
- Provide balance of speaking time
- If you disagree, offer an alternative solution
- Seek to resolve differences and reach consensus
- Discuss topics together rather than in isolation
- Make every effort to avoid surprises
- No sidebar conversations
- Cell phones shall be turned off or in the silent mode during formal meeting sessions