



## San Diego IRWM Plan Update Baseline for Workgroup Decision Processes

February 2012

### Ground Rules

1. Listen as an ally: focus on the quality of listening.
2. All perspectives are valued and respected: everyone has an opportunity to participate.
3. Focus on new input.
4. Be concise.
5. Have fun.

### Levels of Consensus

1. I can say an **unqualified 'yes'** to the decision. I am satisfied that the decision is an expression of wisdom of the group.
2. I find the decision **perfectly acceptable**. It is the best of the real options we have available to us.
3. I can **live with** the decision. However, I'm not especially enthusiastic about it.
4. I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision and will **stand aside**. I am willing to support the decision because I trust the wisdom of the group.
5. I do not agree with the decision and feel the need to **block** the decision being accepted as consensus.
6. I feel that we have no clear sense of unity in the group. We need to do more work before consensus can be achieved.

### Considerations for Voting Rules and Consensus

- Workgroups should strive to achieve consensus, which is defined as all Workgroup members voting at Consensus Levels 1 through 4.
- If Workgroup members are not in consensus (one or more members vote at Consensus Level 5 or 6), the Workgroup should continue discussion in an attempt to reach consensus.
- The Workgroup Chair will be responsible for deciding when the group is at an impasse, and is responsible for calling a vote at that point.
- Workgroups will make non-consensus decisions by vote. A simple majority vote will be sufficient for moving the topic at hand forward.

## **Chair and Vice Chair Selection Process**

1. Determine who is eligible: RAC members and alternates, preferably not RWMG members.
2. Provide overview of preferred Chair/Vice Chair attributes:
  - Chair: prior experience in chair role
  - Vice Chair: attributes and ability to assume Chair role and responsibilities, but not as much experience as the Chair
  - Chair and Vice-chair should come from different functional (e.g. water quality, water supply, environmental) areas
  - Willing and able to serve
  - Ability to even-handedly articulate all interests
  - Consensus-builder
3. Outline responsibilities (see below).
4. Take a five-minute break to discuss potential candidates.
5. Reconvene and nominate and/or volunteer members to be the Chair and Vice Chair.
6. Reach consensus and/or vote.

## **Responsibilities of Workgroup Chair and Vice-Chair**

### *General*

- Oversight of Workgroup meetings and planning topics.
- Vice-Chair will be responsible in the absence of Chair and/or at the discretion of Chair.

### *Responsibilities Applicable to Workgroup Meetings*

- Coordinate with Planning Study Lead (Consultant Team) on elements of the agenda prior to Workgroup meetings to understand overall goals, outcomes, and purpose.
- Convene meetings and initiate introductions.
- Review and provide feedback to Planning Study Lead on draft notes from meetings.
- Identify when the Workgroup has reached an impasse and needs to move forward with formal voting to resolve an issue.
- Summarize key decisions and action items at the end of each Workgroup meeting.
- Close meetings.

### *Responsibilities Applicable to RAC Meetings*

- Report back to the RAC on Workgroup progress at bi-monthly meetings.
- Coordinate with Planning Study Lead on presentation materials for RAC meetings.
- Coordinate with Workgroup members from various Functional Areas to ensure that all perspectives are incorporated into presentations.

### **Responsibilities of Workgroup Members**

- Attend meetings consistently.
- Come prepared (review materials ahead of time).
- Be responsive to requests between meetings.
- Follow the Ground Rules.
- Represent RAC members within your Functional Area, and keep them informed.

### **Responsibilities of Planning Study Lead**

- Develop and distribute technical materials to support Workgroup prior to meetings.
- Deliver background and technical information by agenda topic.
- Record meeting notes. Once reviewed by Chair, distribute meeting notes to Workgroup for review and comment prior to the next meeting.
- Work with Workgroup Chair to develop meeting agendas and provide feedback on notes and handouts.
- Communicate any changes in the Baseline Decision Process to the RWMG.

### **Responsibilities of Facilitator**

- Manage agenda and select members to speak in turn.
- Enforce the ground rules.
- Keep group on task and on time.
- Make process suggestions that increase the group's effectiveness and efficiency.

If a facilitator is not present, responsibilities will be assumed by the Chair, Planning Study Lead, or an RWMG staff member at their discretion.