



## **REGIONAL OPEN SPACE CONSERVATION PLAN ADVISORY COMMITTEE CHARTER**

### **Advisory Committee Mission**

To assist the Puget Sound Regional Council in preparing a Regional Open Space Conservation Plan for the central Puget Sound region.

The purpose of the plan is to accelerate the protection of open space through knitting together open space and related plans from counties, tribes, resource agencies, salmon recovery groups, and other organizations. The plan will prioritize and elevate these open space needs to attract funding and support.

### **Operating Procedures**

#### ***Structure and Function***

1. The Regional Open Space Conservation Plan Advisory Committee (committee) consists of ten to twenty members from around the central Puget Sound region with expertise and knowledge of natural resources, conservation, or regional planning issues. These members include representatives of county, city, tribal, federal, state, nonprofit, and private organizations. Members are asked to bring a regional perspective as much as possible, rather the perspective of the individual organization.
2. The Puget Sound Regional Council Growth Management Policy Board Chair will advise on the members and co-chairs of the committee.
3. The committee will meet approximately 4 to 5 times between December 2016 and September 2018. Meetings will occur at the offices of the Puget Sound Regional Council. Meetings are anticipated to last between 2 to 3 hours, depending on the specific agenda. Additional meetings, or meetings of a sub-committee, may be held at the committee's discretion.
4. Reimbursement of expenses or per diem are not available for committee meetings.

#### ***Roles and Responsibilities***

5. The role and purpose of the committee is to provide guidance and assistance to the Puget Sound Regional Council. As such, the committee will not take action on reports or recommendations. The committee will provide guidance on the work plan and methodology, input on data sources and other information, and feedback on draft findings.

6. Committee members accept the responsibility to come to the meetings prepared for the discussions. Draft documents will be sent to the committee approximately one week prior to meetings. Committee members should submit written comments at, or within seven days after, each of the meetings. Written comments in advance of the meetings are encouraged. Any comments provided outside of the meetings should be provided to Erika Harris (eharris@psrc.org).

7. Given the diversity of issues related to open space conservation, committee members are encouraged to consult with other stakeholders in order to bring a wider set of perspectives to the table.

### ***Orders of Conduct***

8. Committee meeting decisions will be made by consensus when possible. Committee members are equal participants in the process and have equal opportunity to voice opinions and contribute ideas. No member shall dominate the discussions.

9. Committee members agree to recognize the legitimacy of the interests, concerns and goals of others, whether or not they agree with them. Committee members commit to treating each other, and those who attend our meetings, with respect, civility and courtesy.

10. Committee members commit to attending all meetings, if possible. Committee members are encouraged to participate in person but may join by phone as necessary. Let Erika know if you will be joining by phone. Committee members may submit written comments that will be distributed in the event of their absence.

### ***Meeting Agendas, Summaries, and Recommendations***

11. Meetings of the Committee will be task-oriented. Agendas and meeting materials will be prepared by Puget Sound Regional Council staff and distributed to all members approximately seven days before a meeting. Agendas will be accompanied by information necessary to support informed discussion.

12. Following each meeting, a summary of key decisions, agreements and comments will be developed and distributed to each member within 14 days of a meeting's conclusion. Committee members are encouraged to review the summaries for accuracy and to alert Puget Sound Regional Council staff if they find mistakes.

### ***The Role of the Public***

13. Members of the public may address the committee with their thoughts and ideas. Accordingly, up to three minutes per person (for up to 10 minutes total) will be provided at the beginning of each meeting for public comment. The public will also be encouraged to submit written comments to Puget Sound Regional Council staff and/or the committee.