

**Oregon Board of Forestry**  
**Federal Forestland Advisory Committee**  
(Revised at the March 9, 2007 Meeting)

**Operating Procedures**

The following procedures and commitments are in addition to, and part of, the commitments contained in the Workgroup Charter.

**PARTICIPATION**

All parties agree to act in good faith in all aspects of the group deliberations, to conduct themselves in a manner that promotes joint problem solving and collaboration, and to consider the input and viewpoint of other participants. Participants and others are requested to give full attention to the discussions and to turn off beepers, telephones, and email during discussions.

Prior to agreement by the whole group, ideas raised in dialogue, are for discussion purposes only and should not be construed to reflect the position of a Workgroup Member or commit the Workgroup. To enhance creativity and problem solving during meetings, individuals are not expected to restrict themselves to their prior positions, or the prior positions held by their agency or organization.

Withdrawal from the Workgroup. If a Member wishes to withdraw from Workgroup, he or she will give the Workgroup advance notice and explain the reasons for withdrawing. The decision to replace a Member will depend on factors such as how far along the group is in the decision-making process, whether addition of a new Member would be disruptive, and whether the loss of the interests represented by the withdrawing Member creates a serious imbalance on the Workgroup in terms of expertise and/or interests.

**DISCUSSION GUIDELINES**

The following guidelines encourage productive deliberation.

**OPENNESS**

- To other points of view
- To outcome
- To all representatives

**LISTENING**

- Focus on the speaker rather than preparing your response
- No interruptions

**FAIRNESS**

- Speak briefly
- Everyone participates
- Anyone can call a break for any purpose (estimate time needed)

**RESPECT**

- Disagree without being disagreeable
- No personal attacks

**COMMITMENT**

- Honor the agenda and make agenda changes with the whole group
- Begin and end on time

## **OTHER FORUMS**

Participation in the Workgroup does not limit the rights of any Member in other forums. Members will make a good faith effort to notify one another in advance, if another action outside the process will be initiated or pursued, which will affect the terms of proposals, recommendations or agreements being discussed.

## **COMMUNICATION WITH OTHER GROUPS, INDIVIDUALS AND THE MEDIA**

The Members wish to maintain an environment that promotes open, frank and constructive discussion. They recognize that such an environment must be built on mutual respect and trust, and each commits to avoid actions that would damage that trust. In communicating about the Workgroup's work, including communicating with the media, each Member agrees to speak only for himself or herself or his or her agency or organization; to avoid characterizing the personal position or comments of other Members; and to be thoughtful of the possible impact specific public statements may have on the Workgroup and its ability to complete its work. Members will keep each other informed of communications with the media that could impact Workgroup discussions.

## **RESPONSIBILITIES -- NEUTRAL FACILITATOR AND CHAIR OF THE BOARD OF FORESTRY**

Neutral Facilitator: The Neutral Facilitator has been chosen by the Committee to work with the Chair, Committee members, and staff to ensure that the process is neutral and proceeds along a precise collaborative model. The Neutral Facilitator works to ensure the meetings, interim efforts and orderly incorporation of the results of either in to the notes operates smoothly and facilitates the purpose of the FFAC Charter. The facilitator assists the Committee in conducting and otherwise managing Committee meetings and deliberations, ensuring that the FFAC is operated as an independent decision making body. The Facilitator is engaged to ensure that the selected agency staff are engaged and respond to the Committee members. The facilitator ensures that the Committee members comply with the goals and process as set forth in the Charter. The facilitator is seen as a key part of a successful collaborative effort with a primary goal of consensus, while the Committee ultimately manages the process and will resolve substantive and procedural issues of concern. The Committee may agree by consensus to remove the neutral facilitator.

Chair of the Committee. The Chair works with the facilitator to ensure that the meetings operate smoothly and that the Facilitator has the support to do his work in between meetings. The Chair plays an important role in obtaining information from various state and federal agencies. The Chair has made a good faith commitment that the operating processes as defined in the Charter are honored. As a member of the Committee, the Chair will work on par with the other members of the committee to establish the committee priorities. The Chair will help ensure that the issues that are identified by the Committee will be addressed. The Chair will develop meeting agendas that reflect issues of concern to Committee members and that will achieve the expectations reflected in the FFAC Charter. The Chair also has oversight responsibility for the planning group and ensuring written products accurately reflect the content of the deliberations. The Chair serves as the liaison between the committee and the Board of Forestry. The Chair may communicate with the participating agencies to gather information and facilitate meetings. When interfacing with members of the Congressional delegation or their staff, the Chair commits to communicate the views of the Committee as a whole based on the specific consensus that is reached pursuant to the Charter. The Chair does not have separate authority to speak on behalf of the Committee.