Bylaws: Prince of Wales Island Landscape Assessment Team

1. **Team Mission and Vision**

**Mission**: T*o assist the USFS in the development of a landscape level assessment for Prince of Wales Island area by developing and providing recommendations to the Forest Service, that contribute to the well-being of the National Forest and to lasting economic and social resilience within the Landscape Assessment area.*

1. **Team Membership**

Membership in the Team includes the following:

1. POWCAC members (16 members – POW communities, tribes, Chamber)
2. Timber industry representatives
3. Conservation group representatives
4. State of Alaska representatives
5. Energy industry representatives
6. Visitor/recreation industry representatives
7. ANCSA representatives (KHC, SSI, HC, Kasaan, Sealaska)
8. Education representatives
9. At-large representatives

Team members shall be residents of Prince of Wales Island.

1. **Team Values**

Participants in the Team agree that their collaborative efforts should:

1. Provide honest, solution-oriented input into the processes to develop named and future projects. Furthermore, organizations/participants are committed to provide their relevant skills and expertise in support of the development of these projects.
2. Review, discuss and re-adopt the Bylaws on an as-needed basis to ensure all members are in agreement and current membership is fully vested
3. In all decision making processes, review, understand and consider the forest management goals of the Tongass National Forest.
4. Recognize the legitimacy of the interests and concerns of others, and expect that their interests will be represented as well.
5. Work on tangible, implementable projects.
6. Focus on projects:
	1. with the highest potential for economic benefit;
	2. with the highest restoration need;
	3. that can demonstrate long-term benefits.
7. Identify opportunities to provide economic benefit to local communities including reliable/stable supply of timber;
8. Identify opportunities to protect and restore clean water, stable soils, native vegetation and quality habitat for native fish and wildlife.
9. Incorporate landscape-scale, economic and information and analysis while making collaborative recommendations.
10. Participation in Team activities implies acceptance of the terms of this document.

 **IV. Representation, Participation, Committees**

The Team will function as an open meeting organization. It will seek to include a diversity of stakeholder interests and geographic representation as defined in Section II. Team meetings will occur at least monthly. The public will be invited to participate in meetings of the Team.

Because the Team will communicate via email and phone between regularly scheduled meetings, it is recognized that any direction taken, or decision made during meetings will supersede alternative direction or decisions that develop outside of facilitated meetings.

Committees may be formed, as needed, to deliberate on areas of disagreement, conduct research, draft procedural documents, or work on any other matter that the full Team has decided is relevant. Recommendations from committees shall be brought to the entire Team for deliberation and approval.

1. **Ground Rules**

A) Basic Rules for Collaboration

1. Respect each other in and outside of meetings.
2. No backroom deals.
3. Personal attacks will not be tolerated.
4. The personal integrity and values of participants will be respected.
5. Stereotyping will be avoided.
6. Commitments will not be made lightly and will be kept; agreements will be honored.
7. Disagreements will be regarded as “challenges to be solved,” rather than as “battles to be won.”
8. Participants are representative of a broad range of interests, each having concerns about the outcome of the issues at hand. All parties recognize the legitimacy of the interests and concerns of others, and expect that their interests will be represented as well.
9. Participants commit to keeping their colleagues/constituents informed about the progress of these discussions.
10. Participants commit to stating interests, problems, and opportunities. Not positions. “My-way-or-the-highway” does not support collaboration.
11. Participants will air problems, disagreements and critical information during meetings to avoid surprises.
12. Participants commit to search for opportunities and alternatives. The creativity of the Team can often find the best solution.
13. Participants agree to verify rumors at full Team meetings before accepting them as fact.

B) Meeting Behavior - all participants will:

1. Come to meetings prepared
2. Respect the basic rules of collaboration (as stated above)
3. Voice their concerns during meetings and take the time to resolve those issues
4. Refrain from side conversations during the meeting
5. Participants will make sure only one person speaks at a time – let individuals finish their thoughts and then take a deep breath before responding
6. Respect the facilitator and meeting agenda

C) Meeting planning and coordination

1. As a general rule, full Team collaborative meetings will be scheduled at least monthly. Efforts will be made for consistency in scheduling.
2. Efforts will be made to schedule meetings well in advance especially where key discussions are planned.
3. Meetings will be announced via email (or by phone and/or mail for members who do not have email)
4. Meeting agendas will be sent out approximately 7 days prior to the meeting to allow for Team input and suggestions.

D) Record keeping

1. Minutes will be taken at each meeting by the Secretary/Treasurer or designee and shared with members who are on the email list or have requested them by mail.
2. Minutes from the prior meeting will be reviewed at the beginning of the next meeting and any issues (clarifications, other) will be discussed; meeting minutes will be approved.
3. Member organizations and representatives will be listed in minutes, with information indicating their presence or absence.

E) Internal communications protocol

1. A website will be maintained for storing and sharing all information. Partners are encouraged to help develop content for the website.

F) External communications protocol

1. Information about the Team will be made available to external stakeholders via the website and other venues as appropriate; all efforts will be taken to ensure that the Team’s work remains transparent to external audiences. Non-members will have access to all information and the ability to share thoughts and comments with the Team.
2. No individual member or participant of the Team should speak on behalf of the full Team without first gaining consent of the full Team.
3. **Decision-Making System**

A) Participation

While anyone may participate in meetings and deliberations, only persons identified in Section II, above, shall participate in Team decision-making. Team members must have attended at least 2 of the last 4 meetings to formally participate in Team business related decisions (while allowing the use of “alternates” from the same organization if needed). Team members must participate in 5 of the 7 scheduled meetings for Phase I of the facilitated recommendation process to formally participate in the Team decision on proposals forwarded to the U.S. Forest Service.

Committee members are encouraged to prioritize attending meetings in person. If this is not possible, members are encouraged to ensure a proxy is in attendance or to submit written input to the facilitator ahead of time. Committee and full Team agendas should note if the Team will be asked to make a decision during that meeting. Materials and information that will help inform committee or full Team member decision-making should be distributed at least a week before the Team is asked to discuss it.

Rather than establishing formal quorum rules, substantive decisions should not be made at meetings where key stakeholder interests are not present. The Team may make tentative decisions at such meetings, or may delay decisions until the following meeting.

Forest Service staff are extremely important to this effort, but will participate only in an advisory capacity for the decision process.

B) Consensus-Seeking

The Team agrees to make decisions on a majority rule basis.

1. As decisions are being made by either the full Team or a committee, eligible members will be asked to indicate their support either by a show of hands or verbal confirmation.
2. If a quarter or more of the Team does not support a given action, the full Team shall note the margin not in support and provide an opportunity for the minority to log its concerns in writing in any final Team document.
3. Efforts will be made to reach decisions with at least a three quarters majority in favor.
4. All decisions that were made at a meeting will be documented at meetings end and the level of agreement with decisions will be recorded.
5. Efforts will be made by the facilitator to reach milestone decisions throughout project discussions on clearly defined decision points.
6. The facilitator, in conjunction with participants, shall identify benchmarks for the upcoming meeting. Proposed benchmarks shall be established either at the meetings or in the interim, and included on the agenda for each item for an upcoming meeting.
7. In the interest of time and completing the agenda items for the day, the facilitator, shall, at his / her discretion, bring a discussion to a close, but shall offer opportunities for continuance via a committee or other means.

C) Reversibility of Decisions

Decisions made during meetings will not be revisited by the Team unless significant new ecological, economic, or social information that may affect the decision becomes available.

D) Objections

The Team recognizes that individuals both within the Team and outside of the Team may choose to object to the final work product. The Team also recognizes that the USFS is the ultimate decision maker with regards to all collaborative- based projects.

1. **Officers and Duties**
	1. The Team will utilize an Executive Committee (the three officers listed below and the Facilitator as an ex officio member) to assist in developing draft meeting documents such as agendas and notes for full Team consideration, fiscal administration oversight and assistance to the host organization discussion and feedback for staffing and other contracts, annual facilitator performance reviews, and agenda-setting for full Team meetings

The Executive Committee is charged with lending their individual skills to ensure the smooth and appropriate functioning of the team and that grant objectives and financial obligations are being met.

1. Chairman and Vice Chairman - The Team shall elect a Chairman and a Vice Chairman of the Team, each to hold office for a one-year term and until a successor is elected. In the event the Chairman or Vice Chairman so elected ceases to be a member of the Team, the resulting vacancy in the office of Chairman or Vice Chairman shall be filled at the next meeting of the Team held after the vacancy occurs. In the absence or the inability of the Chairman to act, the Vice Chairman shall act as Chairman. The Chairman, or in his/her absence, the Vice Chairman, shall preside at and conduct all meetings of the Team.
2. Secretary /Treasurer- The Council shall elect a Secretary/Treasurer, to hold the office for a one-year term and until a successor is elected. In the event the Secretary/Treasurer so elected ceases to be a member of the Team, the resulting vacancy in the office of Secretary/Treasurer shall be filled at the next meeting of the Team held after the vacancy occurs. In the absence or inability of the Secretary/Treasurer to act, the Chairman shall appoint an acting Secretary/Treasurer to serve as Secretary/Treasurer for the meeting at which the elected Secretary/Treasurer is unable to act or serve. The Secretary/Treasurer shall be responsible for keeping and maintaining the minutes of the meetings of the Team, and other records, contracts and documents pertaining to the Team. The Secretary/Treasurer shall be responsible for keeping and maintaining the financial records of the Team. Duties may be delegated to the Facilitator.

**VIII. USFS Staff Roles**

The Team will rely on technical resource data provided by USFS staff for each resource area in which the Team deliberates. The Team may consider data from other sources.

1. **Signature Page**

 Name

 Title

 Organization

 Date