

Wyoming Public Lands Initiative County Advisory Committee Model Charter

PURPOSE OF THE MODEL CHARTER

A group charter defines the protocols of the collaborative process and gives the Advisory Committee a framework to follow. It is a written outline of the process and includes information about what the committee intends to accomplish and how. The charter gives the committee a framework in which to meet, discuss problems and solutions, and make decisions. It is an agreement between the members of the group, and as such it acts to bind the group together in a common language and working union.

**Wyoming Public Lands Initiative
County Advisory Committee
Model Charter**

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1. BACKGROUND AND PROJECT DESCRIPTION

In early 2016, the Wyoming County Commissioners Association (WCCA) organized the Wyoming Public Lands Initiative (WPLI). The WPLI is a collaborative, county-led process intended to result in one state-wide legislative lands package that is broadly supported by public lands stakeholders in Wyoming. The WCCA is encouraging commissioners in the 14 counties with Wilderness Study Areas (WSAs) to convene working groups composed of representatives of a diversity of interests to develop recommendations for final designation of these lands -- ranging from multiple use, to designation as wilderness, and to many options in between. The ultimate goal is final designation or release of Wyoming's 42 Bureau of Land Management (BLM) and 3 U.S. Forest Service (USFS) Wilderness Study Areas (WSAs) in Wyoming. While WSA designations will serve as the launching pad and anchor for the WPLI, county Advisory Committees are encouraged to look more broadly at long-standing land use challenges and opportunities where possible.

2. PURPOSE

The Fremont County Board of Commissioners has appointed the Fremont County WPLI Advisory Committee to conduct a collaborative review process of the WSAs and other potential land use interests in Fremont County. The Advisory Committee will develop and submit a proposed WSA management recommendation for the WSAs in the county, as well as any other areas for consideration to the Board of County Commissioners for approval. Once approved, the Wyoming County Commissioners Association, in cooperation with the office of the Governor and the offices of the Wyoming federal delegation, will review the Advisory Committee recommendations and to the maximum extent practicable, include them in a legislative draft to be introduced in Congress. The Advisory Committee will have an opportunity to address any concerns or suggested changes raised during any part of the approval process.

3. PRODUCTS AND OUTCOMES

The Fremont County WPLI Advisory Committee will develop a proposed management recommendation for the WSAs within the county. The committee may also consider other areas of interest within the county for potential inclusion in its recommendation, including other land use designations, transfers, or other management actions not necessarily related to WSA designation or release. Each recommendation will be accompanied with sufficient rationale for the recommendation made. A draft of the committee's proposed management recommendations should be distributed for public comment and the public comment should be adequately considered by the committee, after consideration of the public comments raised during any part of the approval process, the committee will present its

recommendations to the Board of County Commissioners (BOCC) at a regularly scheduled commissioner meeting.

The Board of County Commissioners will review the WPLI Advisory Committee's recommendations and take official action to establish a final WPLI recommendation for the county at a regularly scheduled commissioner meeting. Should the BOCC not-approve a recommendation or have further instructions for the Advisory Committee, the BOCC will remand the recommendation back to the Advisory Committee for additional deliberation. .

The Board of County Commissioners will forward its approval of the final recommendation and rationale for the recommendation to the Wyoming County Commissioners Association. In addition to the final recommendation, the Commissioners will also provide to the WCCA during development of the recommendation the following documents for posting on WCCA's WPLI Information Hub:

- a. A copy of the minutes from all of the WPLI Advisory Committee meetings;
- b. All relevant background information gathered by the committee;
- c. Any information pertaining to the public field trip and impressions noted regarding the wilderness characteristics of the individual WSA/s;
- d. A copy of the draft committee WPLI recommendation; and
- e. A copy of public comments received on the draft recommendation, and the WPLI committee recommendation as it was initially presented to the commissioners.

Following receipt of county recommendations, the WCCA in conjunction with the office of the Governor and the federal congressional delegation, will review the recommendations for consistency and develop one legislative bill for introduction in the U.S. House and Senate.

4. GEOGRAPHIC AREA

The Fremont County Advisory Committee will develop recommendations for the following WSAs contained wholly or partially within Fremont County: Copper Mountain, Dubois Badlands, Whiskey Mountain, Sweetwater Canyon, Lankin Dome and Split Rock. In addition, the Advisory Committee will work cooperatively with Natrona County to draft recommendations for Miller Spring and Savage Peak.

Also, the Advisory Committee will work cooperatively with Sweetwater County, if they choose to participate in the WPLI to develop recommendations for Whitehorse Creek, Honeycomb Buttes and Oregon Buttes.

The committee may also consider other areas of interest within the county for potential inclusion in its recommendation, including other land use designations, transfers, or other management actions not necessarily related to WSA designation or release.

5. ADVISORY COMMITTEE MEMBERSHIP AND REPRESENTATION

The Advisory Committee is representative of persons with interests in the designation and management of WSAs in Fremont County. Members are appointed by the Board of County Commissioners and will serve on the committee through the completion of the committee's work.

Although it is recognized that Advisory Committee members have multiple interests and may participate in discussions from various perspectives, for organizational purposes each Advisory Committee member has been assigned to an interest category below:

- Interest category 1 (Agriculture): Reg Phillips
- Interest category 2 (Conservation): Julia Stuble
- Interest category 3 (Sportsman): Nick Dobric
- Interest category 4 (Energy): Rick Mickelsen
- Interest category 5 (Motorized): Josh Milek
- Interest category 6 (Non-Motorized): Andy Blair
- Interest category 7 (General Public): Ginger Bennett
- Interest category 8 (General Public): Gary Horton
- Interest category 9 (Commissioner): Travis Becker

Advisory Committee members will be expected to represent the interests of (1) themselves, (2) organizations that have authorized the Advisory Committee member to represent them, or (3) groups of constituents from a similar stakeholder group. Ideas presented within Advisory Committee discussions will not be assumed to be the official position of the organizations or groups represented unless specifically stated to be so. Advisory Committee members have the responsibility to keep the organizations and interest groups they represent informed about the actions and outcomes of the Advisory Committee's process.

Voluntary Withdrawal and Replacement Appointments

If an Advisory Committee member withdraws from the committee, the Board of County Commissioners will appoint a replacement member from the same interest category using the initial application and selection process. Replacement members are expected to take the initiative to spend extra time prior to their first Advisory Committee meeting reading through all the past meeting summaries and this charter, talking with the Chairman and committee members to be sure they understand the status of the Advisory Committee's activities, how the Advisory Committee operates, and what will be expected of them. Replacement Advisory Committee Members must make every effort to minimize the impact of their addition to the Advisory Committee's progress toward its goals.

New Member Appointments

A strong effort was made during the forming of the Advisory Committee to encourage participation by representatives from all the various interests related to the WSAs and associated landscapes within the county. While it is certainly the Advisory Committee's

desire to be inclusive and sensitive to the many various interests, the Advisory Committee recognizes the need to remain focused and move ahead to achieve the Advisory Committee's goals. When evaluating potential new members, the Advisory Committee should first ensure that the interests that the potential new member would represent cannot reasonably be covered by an existing Advisory Committee member. If the Advisory Committee decides there is in fact a need to have additional interests represented, then the Advisory Committee will notify the Board of County Commissioners of the need. If they agree an additional interest category is needed, a new member will be appointed using the initial application and selection process. Once added to the Advisory Committee, new members are expected to spend extra time prior to their first full meeting educating themselves on the Advisory Committee's history, operations, and expectations in the same fashion as is required for replacement Advisory Committee members. New Advisory Committee members must make every effort to minimize the impact of their addition on the Advisory Committee's progress toward its goals. Once the active negotiations have begun, new Members will not be added unless the Advisory Committee determines that the specifics of the options under consideration significantly impact a previously unidentified interest group.

Role of Committee Chair (Co-chairs)

The chair (co-chairs) of Advisory Committee will lead the Advisory Committee through meetings in order to reach its recommendations. The chair (co-chairs) will work with the facilitator, if retained, to provide input and direction at various points throughout the process, as well as communicate with the Board of County Commissioners when necessary. The Chair will coordinate the process activities, but will not be a voting member on draft recommendations.

Duties of the Chair:

1. Conduct the committee meetings and site visits consistent with the principles of the Charter.
2. Handle meeting and site visit logistics.
3. See that minutes and attendance records are kept.
4. See that all WPLI information, documents, and records are available for public inspection within reasonable time.
5. Provide data, information, and records necessary for the Advisory Committee to fulfill their responsibilities.
6. Coordinate media and public advertising and outreach.
7. Assist the Advisory Committee in drafting, formatting and approving recommendations.
8. Present recommendations to the Board of County Commissioners.
9. Assist with any follow-up modification.
10. Manage Fremont County's recommendations through state aggregation process and any congressional process.

6. RESPONSIBILITIES OF THE ADVISORY COMMITTEE

a) Conduct of Advisory Committee Members

All Committee members agree to operate in good faith at all times. Acting in good faith means disclosing interests, needs, actions, and issues in a timely manner and committing to the goals of the committee's process. Acting in good faith also means respecting the interests, needs, and concerns and time commitments of others. Good faith also entails giving the committee every reasonable chance to reach its goal before pursuing other alternatives. Advisory Committee members will endeavor in good faith to develop recommendations that are satisfactory to all Advisory Committee members. Advisory Committee members will ensure that an integrated approach is taken in formulating recommendations by meeting together as needed to assure strong communication and collaboration among Advisory Committee members.

b) Keeping Constituents Informed

Advisory Committee members will engage in active communication with constituents about actions and outcomes of the Advisory Committee. Active communication can include written, verbal, and electronic means of communicating. Members will have meeting minutes available to them for keeping constituents informed.

c) Representing Constituents

In developing recommendations, Advisory Committee members will consider the interests of other group members as well as their own particular interest group when reviewing issues and recommendations. Advisory Committee members will invite proposals from their constituents to present to the Advisory Committee and will provide proposals from the Advisory Committee to their constituents for feedback and input.

d) Attending Meetings

Each Advisory Committee member is expected to attend and fully participate in each meeting, which includes being present for substantially all of the meeting. Advisory Committee members shall read appropriate materials and arrive prepared to work. Materials presented for discussion should be distributed at least one week in advance of the meeting or longer, as is practical.

e) Understanding and Abiding by the Charter

Advisory Committee members are expected to read, fully understand, and conduct themselves in accordance with the requirements of this charter.

7. RESPONSIBILITIES OF THE FACILITATORS

The Advisory Committee will be facilitated by the Chair. The roles and responsibilities of a facilitator, if retained, may include:

- Facilitating meetings in a manner consistent with interest-based negotiations and this charter;
- Handling meeting logistics;
- Keeping meeting attendance records of all Advisory Committee members;
- Helping the Advisory Committee stay on task and on process;
- Protecting Advisory Committee members and their ideas from attack while ensuring that provocative issues are not avoided, but are discussed in a candid and respectful manner;
- Helping Advisory Committee members to concisely describe their interests;
- Helping Advisory Committee members find innovative and workable solutions;
- Helping Advisory Committee members reach agreement;
- Providing for equitable participation by all Advisory Committee members;
- Working, both at and between meetings, with Advisory Committee members to assist in the free exchange of ideas between the Members and to resolve any impasses that may arise;
- Periodically surveying Advisory Committee members to assess fairness, meaningfulness, and efficiency of the process;
- Maintaining a list of significant topics on which the Advisory Committee has reached agreement or have failed to reach agreement.

If the Advisory Committee deems the services of a facilitator is needed, they will notify the Board of Fremont County Commissioners of the need, rationale, specific duties to be performed, the duration of the commitment, and cost.

8. DECISION PROCESS

The Advisory Committee will operate by consensus of all members represented at the meeting. Consensus is the decision rule that allows collaborative problem solving to work. It is a way for more than two people to reach agreement. Consensus prevents domination by the majority, allows building of trust and the sharing of information, especially under conditions of conflict. Consensus does not mean that everyone will be equally happy with the decision, but all do accept that the decision is the best that can be made at the time with the people involved.

Consensus requires sharing information, which leads to mutual education, which provides the basis for crafting workable and acceptable alternatives. Consensus promotes joint thinking of a diverse group and leads to creative solutions. Also, because parties participate

in the deliberation, they understand the reasoning behind the recommendations and are willing to support them.

In making decisions, each Advisory Committee member will indicate his/her concurrence on a specific proposal using a six-point scale. The scale allows Advisory Committee members to clearly communicate their intentions, assess the degree of agreement that exists, and register their dissatisfaction without holding up the rest of the Advisory Committee. The six-point scale is as follows:

1. Endorsement –Member likes it.
2. Endorsement with Minor Point of Contention – Basically, member likes it.
3. Agreement with Minor Reservations – Member can live with it.
4. Stand aside with major reservations – Formal disagreement, but will not block the proposal/provision
5. Block – Member will not support the proposal.
6. Indecision – Member cannot make a decision without more information. Member must specify what information is needed, and re-vote once that information has been obtained.

The Chair will measure and record the Advisory Committee’s consensus on a given proposal by open polling of the members present. The levels of consensus are:

- Consensus - All Advisory Committee members present rate the proposal as a 1, 2 or 3.
- Consensus with Major Reservations – All Advisory Committee members present rate the proposal as a 1, 2 or 3, except at least one Advisory Committee member rates it as a 4.
- No Consensus - Any Advisory Committee member present rates the proposal as a 5.

Any Advisory Committee member that rates a significant proposal (i.e., a proposal that involves significant discussion and has the support or qualified support of a majority of Advisory Committee members) as a 5 is required to specify their dissent in a written statement for inclusion in the final report to the Board of County Commissioners.

Dissenters who share the same basic concerns can use a single dissention statement.

Dissenters will also identify themselves by name and organization on their dissention statements.

Any Advisory Committee member that rates a proposal as a 4 can specify their reservation in a written statement for inclusion in the final recommendations if the member so chooses.

Members in opposition will be asked to propose an acceptable solution.

9. SUBCOMMITTEES

Subcommittees may be formed in order to address specific topics or issues. Subcommittees serve at the pleasure of the Advisory Committee and will be formed and disbanded at the will of the Advisory Committee. Subcommittee members will be appointed by the Advisory Committee. Work generated from these subcommittees will be reported back to the full Advisory Committee. All subcommittee decisions are to be considered recommendations to the full Advisory Committee for formal decision-making.

Subcommittees will follow the same decision process and ground rules for interaction as the full Advisory Committee. Subcommittees may choose to bring in subject matter experts for a particular topic, but must first inform the Advisory Committee co-chairs before doing so.

The formation of a subcommittee and the scope of its duties will be communicated to the Board of County Commissioners as soon as possible.

10. GROUND RULES FOR INTERACTION

In order to have the most efficient and effective process possible, Advisory Committee members will follow these basic ground rules:

Discussion Ground Rules During the Meetings

- Raise hand to be recognized by the Chair.
- Speak one at a time in meetings as recognized by the Chair. Everyone will participate, but none will dominate.
- Be concise and stick to the topics on the meeting agenda. Honor a two-minute time limit for statements and responses unless the Chair allows more time.
- Speak only on one topic per entry (no laundry lists).
- Speak to the whole group when talking.
- Avoid side conversations.
- Avoid off-topic questions.
- Treat each other, the organizations represented on the Advisory Committee, and the Advisory Committee itself with respect at all times.
- When communicating with the media, Advisory Committee members will treat each other, the organizations represented in the Advisory Committee, and the Advisory Committee itself with respect. If necessary, media may be referred to the Chair.
- Refrain from interrupting.
- Monitor your own participation – everyone should participate, but none should dominate.

- Adhere to the agenda and time schedule with diligence.
- Put cell phones on “vibrate” and leave the room when a call is received.
- Be prepared to start on time.
- Recognize that everyone’s interests are important.
- Avoid repetitiveness (i.e., one-track-mind behavior).
- Agree that it is okay to disagree, and disagree without being disagreeable.
- Avoid “cheap shots” and/or sarcasm.
- Refrain from hostility and antagonism.
- Leave personal agendas and “baggage” at the door; put personal differences aside in the interest of a successful Advisory Committee.
- Focus on the problem, not the person.

Process Ground Rules throughout the Stakeholder Process

- Adhere to the charter.
- Review information and stay informed.
- Work as team players and share all relevant information. Ask if you do not understand.
- Encourage free thinking. Offer mutually beneficial solutions.
- Encourage candid, frank discussions. Be honest and tactful. Avoid surprises.
- Openly express any disagreement or concern with all other Advisory Committee members. Focus on the problem, not the person.
- Actively strive to see the other points of view.
- Follow through on commitments.
- Share information discussed in the meeting with the organizations/ constituents represented and bring back to the Advisory Committee the opinions and actions of your constituencies as appropriate.
- Communicate the requirements of this charter with the organizations you represent to minimize the possibility of actions contrary to the charter.
- Commit to issues in which you have an interest.
- Support and actively engage in the Advisory Committee’s decision process.

11. PUBLIC PARTICIPATION AT GROUP MEETINGS

All Advisory Committee meetings are open to observation by the public. Members of the public attending the meetings may comment during the specified time at each Advisory Committee meeting. Public comment periods will be specified in advance. Speakers will have time limits to allow as much participation as possible within the allotted time. The Advisory Committee will not normally attempt to respond to public or media comments or questions at the meeting in which they were made. The Committee Chair (Co-Chairs) has the right to deny the floor to public speakers who are simply repeating previously delivered messages or who are unruly.

A record of all Advisory Committee activities will be made available to the public: A copy of the meeting summaries from all of the WPLI Advisory Committee meetings;

- a. All relevant background information gathered by the committee;
- b. Any information pertaining to the public field trip and impressions noted regarding the wilderness characteristics of the individual WSA/s;
- c. A copy of the draft committee WPLI recommendation; and
- d. A copy of public comments received on the draft recommendation, and the WPLI committee recommendation as it was initially presented to the commissioners.

12. WORKING WITH THE MEDIA

Advisory Committee members are free to speak with the media about the discussions of the committee. When speaking to the media, members must make it clear they are representing themselves and not the Advisory Committee at large. Advisory Committee Chair may speak on behalf of the committee.

13. SCHEDULE AND DURATION

Regular meeting is the first Monday of the month at the Commission Chambers in the Courthouse in Lander at 6:00 p.m. This date, location or time, may change by act of the Advisory Committee. Notice of change will be given as far in advance as possible. Also, the Advisory Committee will meet periodically at times and locations determined by the committee chair(s). The committee will remain in place until it has completed its deliberations and its recommendations have been accepted by the Board of County Commissioners, and/or the Board of Commissioners elects to disband the committee. The Advisory Committee will hold site visits to obtain first hand information and local comment. State and federal agency representatives will be invited to provide information.

All meetings will be open to the public.

14. AMENDMENTS TO THE CHARTER

Changes to the charter can be made at any meeting of the Advisory Committee by consensus. Any Charter amendments will be communicated to the Board of Fremont County Commissioners.

15. CHARTER APPROVAL



Approved: _____ Date: _____