

# **SALMON AND STEELHEAD RECOVERY COALITION**

## **Policies, Process And Procedures Compilation (3/10/99)**

### **OBJECTIVES (DESIRED OUTCOMES)**

1. Optimize consensus. (6/5/98)
2. Develop a proactive process (vs. a reactive process). (6/5/98)
3. Improve cooperation and coordination. (6/5/98)

### **SOLUTIONS**

1. Develop a process for group decision making. (6/5/98)
2. Develop ground rules for group decision making. (6/5/98)
3. Hire a coordinator. (6/5/98)
4. Improve communication. (within and between coalition member organizations) (6/5/98)

### **POLICIES**

#### **A. GROUP DECISION MAKING**

##### **A.1. NOTIFICATION AND RESPONSE TIMELINES**

A.1.a. There will be two processes used by the Coordinator for external communications :

(1) Requests for information or statements of positions already approved will be reviewed in an expedited manner. The Coordinator will provide the proposed letter to GO7+ members by e-mail and provide a day or two for members to respond. If no objections are raised the letter will be sent.

(2) Development of political positions will be subject to the type of detailed review and concurrence process we are presently using. (6/5/98, 9/1/98, 10/28/98)

A.1.b. Organizations will have an opportunity to respond within timelines that are of an appropriate length for each of the processes described above. Organizations will be given adequate notification of the deadlines. (6/5/98, 1/13/99)

##### **A.2. COMMITTEES**

A.2.a. If a committee has been assigned a work project and the Coordinator wishes to take an action that will affect the committee's assigned tasks, the committee must be consulted before the action can be taken. (1/13/99)

##### **A.3. VOTING**

A.3.a. Political positions must be approved by consensus. Consensus is attained only if all organizations respond to a proposal with either a yes or abstention vote. (9/1/98, 1/13/99)

A.3.a.1. Political positions cannot be approved at meetings not attended by representatives of all member organizations, unless prior approval of the proposal being voted on has been expressed by authorized representatives of the absent organizations. (9/1/98)

A.3.b. At noticed meetings, approval of procedural/administrative proposals requires only a majority vote of approval; however, the coalition will strive to reach consensus. (9/1/98)

- A.3.c. Consensus requirements: (1) All organizations vote and (2) all votes are either abstentions or approvals. (9/1/98)
- A.3.d. An abstention is not a no vote; abstention doesn't block consensus. (9/1/98)
- A.3.e. The absence of a response to a request for support or opposition to a political position proposal shall be interpreted as an abstention. (1/13/99)
- A.3.f. Coalition organizations must be given adequate notification of upcoming meetings and action items (those requiring a vote) that will be acted on at those meetings. (9/1/98)

## B. COMMUNICATION

### B.1. CONFIDENTIALITY

- B.1.a. No positions shall be taken or information disseminated outside the coalition until the coalition has had an opportunity to thoroughly discuss and either reach agreement on a position or agree to disagree. (6/5/98)
- B.1.b. Draft materials stay internal. (9/1/98)
- B.1.c. Once agreement is reached on a position, then the adopted position may be circulated outside the coalition. (9/1/98)
- B.1.d. We will treat all internal communications and exchanges of information as confidential and will not transmit information to people other than coalition representatives unless the originator gives permission or the original distribution is such that the material is obviously meant for distribution beyond the GO7+. (10/28/98)

### B.2. INFORMATION SHARING

- B.2.a. Coalition member groups shall inform and discuss with coalition groups intended actions before taking the actions. Actions are defined as legislative and regulatory positions, administrative advocacy, etc. (6/5/98)
- B.2.b. Coalition members shall improve communication within and between member organizations by using established process and procedures. (9/1/98)

### B.3. DESIGNATED COALITION REPRESENTATIVE / CONTACT PERSON

- B.3.a. Letters are sent by the coalition Coordinator, responses directed to he or she. (12/15/98)

### B.4. NON-COALITION POSITIONS

- B.4.a. Non-coalition position statements shall not be written on coalition letterhead. (1/13/99)

## C. COALITION MEMBERSHIP

- C.1. Designated spokespeople of coalition member organizations are responsible for obtaining internal review proposals, and communication of this information to the Coordinator in a timely fashion. (9/1/98)
- C.2. Coalition member organizations and their representatives are expected to actively participate in the decision making process and to undertake a fair share of work assignments. (9/1/98)

## PROCESSES AND PROCEDURES

### A. GROUP DECISION MAKING

#### A.1. NOTIFICATION AND RESPONSE TIMELINES

- A.1.a. Devise a way to poll participants on positions in emergency situations (phone tree?). (6/5/98)

#### A.2. VOTING

**A.3. REVIEW OF PROPOSALS**

A.3.a. Use GO7 coordination/communication/group position taking as a model for the coalition. (6/5/98)

A.3.b. Matrix of issues to be used to find out who supports, opposes or is neutral (6/5/98)

**B. COMMUNICATION**

**B.1. CONFIDENTIALITY**

**B.2. INFORMATION SHARING**

B.2.a. The coalition shall use the email list server as the primary means of communication. (6/5/98)

B.2.a.1. The Coordinator will prepare weekly activity summaries that will report recent developments and inform the coalition of upcoming decisions and decision deadlines. (1/13/99)

B.2.a.2. Decision and decision deadline notices will be color coded. (1/13/99)

B.2.a.3. Response deadlines will be included in the header subject line information. (1/13/99)

B.2.b. Use Coho list server to disseminate information to grassroots groups. (9/1/98)

**B.3. COALITION OFFICIAL REPRESENTATIVE / CONTACT PERSON**

B.3.a. In order to clarify who responses should be sent to, the coalition letterhead will include the Coordinator's name and contact information and a request that responses be directed to the Coordinator. (12/15/98)

**C. COALITION MEMBERSHIP**