

# Meeting Guidelines

## North Bosque River Work Group

Approved November 12, 2020

### I. Goals

The goals of the North Bosque River Work Group are to:

- Consider options for the path forward with North Bosque River TMDL implementation.
- Discuss options for completion or partial completion of North Bosque River TMDL implementation.
- Discuss ongoing monitoring requirements to maintain and improve water quality in the North Bosque River.
- Develop recommendations for the next steps to be taken regarding North Bosque River TMDL implementation. Present these recommendations to the North Bosque River TMDL Stakeholder Group.

### II. Composition of Work Group

The Work Group is comprised of volunteers from among the North Bosque River TMDL stakeholder group, which is also a voluntary group of individuals and representatives of organizations that have a stake in water quality of the North Bosque River.

### III. Reaching Recommendations

- A. **Quorum.** A three-fourths majority of the Work Group must be present at a meeting to constitute a quorum. While discussions and informal recommendations of the Work Group may be made in the absence of a quorum, recommendations may be formally made only when a quorum is present. The Work Group may make recommendations by email agreement (vote) in the event it is impractical to gather the group together to make a time-sensitive recommendation or to make minor changes in previously made recommendations.
- B. **Recommendations by consensus.** This group will attempt to make recommendations to present to the North Bosque TMDL Stakeholder Group based on consensus.
  1. Consensus is a decision built by identifying and exploring all members' interests and by making agreements that satisfy those interests to the greatest extent possible. A consensus is reached when all members participating in a meeting agree that their major interests have been

taken into consideration and addressed in a satisfactory manner so they can live with and support the recommendations of the group.

2. Achieving consensus does not mean unanimity on all issues. Some members may strongly endorse a recommendation while others may accept it as a workable agreement. A member can participate in the consensus without embracing each element of the recommendation, or necessarily having his/her interests satisfied to the fullest extent. Members recognize that, given the combination of gains and trade-offs, the resulting recommendation is the best the voting members can make.
3. The following principles will be used to foster consensus:
  - a. Everyone actively participates.
  - b. Members have a common base of information.
  - c. Members create an atmosphere where everyone can share views.
  - d. Members respect disagreement as illuminating problems and improving decisions.
  - e. Members use disagreements to discover unmet needs and to find ways to meet them.
  - f. Members are specific about a concern and why it matters, and are open to options to address it.
4. Decisions in the Absence of Consensus.

If it appears that consensus cannot be reached, the Work Group may suspend the attempt to reach consensus on a proposal under consideration by a vote of 75% of the members present, only if there is also a quorum. If the vote to end the consensus process is approved, a member of the Work Group may propose a vote on a particular matter. For a motion to be approved, it must receive an affirmative vote of 75% of the Work Group members present. Dissenting members will be offered the option of submitting a minority report to be included with the recommendations.

#### **IV. Conducting Meetings**

- A. Meetings of this Work Group will be open to the public. Only Work Group members may participate in decision making.
- B. Notice of the meetings and agendas will be posted on the TCEQ website of the Work Group.

- C. The TCEQ North Bosque River TMDL Project Manager ( TCEQ PM) will facilitate scheduling the Work Group meetings and will select meeting dates at which there will be a quorum present.
- D. The Work Group meetings will not be electronically recorded. The TCEQ PM will prepare draft meeting summaries for approval by the Work Group, reflecting their recommendations and key points of discussion. The TCEQ PM will post the approved meeting summaries on the TCEQ website of the Work Group.
- E. Discussion Guidelines
  - 1. Listen to understand.
  - 2. Work on the problem, not the person.
  - 3. Stay on topic.
  - 4. Share relevant information.
  - 5. Test assumptions.
- E. Facilitator
  - 1. The TCEQ PM will serve as facilitator for the meetings. The TCEQ PM will prepare proposed agendas with input from the Work Group.
  - 2. The TCEQ PM will help the Work Group move through the meeting agenda, keep the meeting on track, seek to move participants past deadlock or impasse, and generally provide process support for the meeting.

## **V. Amendment of Meeting Protocols**

These meeting guidelines may be amended by the Work Group at any meeting at which there is a quorum.