

CCC Organizational Practices and Procedures

7-17 version proposed for submission to Basin Commission Board

Introduction/Overview

This document outlines organizational practices and procedures for the Citizen Coordinating Council (CCC) being established to provide local citizen input to and support of the Coeur d'Alene Basin Environmental Improvement Project Commission (Basin Commission)¹. The Basin Commission Board hopes that working relationships will be developed and enhanced by the advisory process, which can contribute to ongoing dialogue and collaboration in support of remedial actions and environmental improvement projects to address heavy metal contamination in the Coeur d'Alene Basin.

Citizen Coordinating Council (CCC)

The Citizen Coordinating Council is provided for in Section 39-8106(4) of the Basin Environmental Improvement Act and affirmed in the August 13, 2002 Memorandum of Agreement for the Basin Environmental Improvement Project Commission. The CCC has been established to provide local citizen review of and input to the Basin Commission Board and the Commission's Executive Director on Basin work.

CCC Functions

The primary functions of the Citizen Coordinating Council are to:

1. Support the Basin Commission's implementation of the Record of Decision and related plans to address heavy metal contamination in the Coeur d'Alene Basin by serving as the primary mechanism for citizen input.
2. Provide comment on proposed Basin Commission one- and five-year workplans prepared by the Technical Leadership Group.
3. Organize project-specific teams or subcommittees, as needed, to provide citizen input to Basin Commission and Technical Leadership Group work/projects.
4. Convey the range of citizen concerns and perspectives to the Basin Commission Board concerning implementation of the Basin Commission's workplans.
5. Provide guidance on and help develop, with Basin Commission support, community outreach tools to keep citizens informed of Basin Commission activities and policies.
6. Contribute to the preparation of Basin Commission annual reports, specifically the community outreach/involvement chapters.

¹ The Basin Commission (and therefore the CCC) conducts its work in the Coeur d'Alene Basin of Idaho, which includes the watershed of Coeur d'Alene Lake within the counties of Shoshone, Kootenai, and Benewah, as well as the Coeur d'Alene Reservation and parts of the Spokane River located within the state of Idaho. Remedial actions, authorities, and duties to be exercised in Washington will be undertaken independent of the Basin Commission's operational framework.

7. Continually strive to be an open and inclusive body that is capable of representing a diversity and balance of views.

Membership

Participants in this process seek to involve all interested and affected parties as fully as possible, but recognize that it is desirable to have groups of a manageable size, both for purposes of coordination and to create a setting that fosters substantive dialogue.

Membership criteria: The CCC shall maintain an open-door policy that allows interested parties to participate and contribute. The CCC shall be open to representatives from all interested groups/perspectives (including citizens-at-large) and include a balance and diversity of views. Members shall meet one or more of the following criteria:

- A. Demonstrated interest or responsibilities (e.g., land ownership, statutory authority, or directly and intrinsically affected by remedial decisions);
- B. Official representative of a defined constituency group;
- C. Represent a specific geographic area or population group;
- D. Views and interests not otherwise represented that are necessary for effective citizen dialogue, input, and perspective; or
- E. Technical, scientific, or engineering skills applicable to the process of basin cleanup.

Number of members: Initial membership of the CCC shall not be capped at any given number. To maintain a manageable group size, however, individuals and organizations with similar interests are encouraged to meet, discuss, and determine how a smaller number of them might adequately and fairly represent their joint interests. The Basin Commission Board may vote to limit CCC membership at a later date, however, if the size of the CCC is determined to be interfering with the CCC's ability to perform its duties.

Voting Members: To become a voting member of the CCC, an individual shall be asked to fill out and submit an information sheet to the Basin Commission. Any voting member who misses three (3) consecutive CCC meetings (without submitting a reasonable written excuse to the CCC chair) can be excused by the chair from voting. To be re-instated as a voting member, the individual may be asked to re-submit an information sheet to the Basin Commission.

Organizational Structure and Responsibilities

Geographic regions: The CCC shall be organized by geographic region, solely for purposes of facilitating various groups of CCC members to work together to select the group's leadership and broadly share information about the Basin Commission's efforts. Communities, distance of travel, or other means for ease of communication shall be used to define geographic regions. CCC members may determine to which geographic region they belong.

Chairperson: The CCC shall elect from its membership a chairperson whose term of office shall be two years and who can be re-elected. If a vacancy occurs, the CCC shall nominate an individual to fill such a vacancy for the unexpired term. The chairperson is expected to chair all CCC meetings. One of this person's primary responsibilities shall be to communicate, in a fair, balanced, and inclusive way, the diversity of citizen perspectives and/or citizen recommendations on any given issue to the Board. This person shall also work closely with the chairs of the Technical Leadership Group and Basin Commission

Board and shall play a lead role in transmitting CCC materials to the Executive Director and/or Basin Commission staff fourteen (14) days in advance of regularly scheduled staff meetings.

Vice-Chairperson: A vice-chairperson shall be selected in the same manner as the chairperson. The vice-chairperson shall serve as chairperson in his/her absence. In the event the chairperson is unable to continue to serve, the vice-chairperson shall assume the chairperson's responsibilities until a new chairperson is selected.

Small Integration Group: The CCC shall designate from its membership a small group of individuals to raise awareness of Basin Commission activities and issues around the Basin and assist the Chairperson to collect and relay the range of citizen perspectives to the Basin Commission Board on any given issue. Each geographic region is invited to select one (1) citizen to serve on the Small Integration Group using any manner it chooses. SIG members are asked to make a one-year commitment. Small Integration Group members are expected to attend all CCC meetings to hear the range of citizen perspectives on any given issue.

Project-specific subcommittees or teams: CCC guidelines may establish specific subcommittees or teams to address specific issues of interest (e.g., to provide comments to a Technical Leadership Group Project Focus Team effort to design a remedial project in a specific geographic location) and present recommendations or perspectives to the full CCC. The size, makeup, and duration of these groups shall be left to the CCC membership to establish.

CCC Participants: CCC participants shall have the following roles: (1) State own concerns, ideas, and opinions openly; (2) Listen to others' ideas and opinions; (3) agree to disagree with other participants; and (4) focus on the topic of discussion by the CCC.

Basin Commission Staff Support: To the extent resources allow, the Basin Commission shall assign staff to provide administrative support to the CCC. The staff shall be responsible for making logistical arrangements, distributing agendas and meeting materials up to seven (7) days in advance of a TLG meeting, and providing public notice of upcoming meetings. The staff may also be tasked with preparing CCC meeting summaries. As well, the Basin Commission staff, through the Executive Director, can help arrange opportunities for the CCC to interact as a body with the Basin Commission Board, the Technical Leadership Group, and the public. If no Basin Commission staff is available to provide any necessary support, the CCC shall be responsible for assigning these administrative responsibilities.

Chair/Vice-Chair Election Process

The CCC shall use the following process to select its chairperson and vice-chair.

Step 1. The CCC membership from each geographic region within the Basin is invited to nominate one (1) candidate. Each candidate will be asked to prepare a personal statement/biosketch to be circulated to the full CCC membership.

Step 2. The full CCC membership shall review the slate of candidates at a CCC meeting. Each candidate may be asked to make a brief statement at the CCC meeting.

Step 3. The slate of candidates shall be presented to the CCC voting membership for a vote. Each CCC voting member can vote for up to two (2) candidates. Votes shall be collected by email, fax, or mail and shall be tallied by an agreed-to party.

Step 4. The individual who receives the most votes shall be named the chairperson. The individual with the second highest tally shall be named the vice-chair.

By a two-thirds vote of the full CCC voting membership, new elections can be called for the chair and vice-chair positions. The new elections shall be called only when at least two-thirds of the CCC voting membership believes the chair and/or vice-chair cannot execute the duties of the position.

Board Review

Membership Review: On no more than an annual basis, the Basin Commission Board shall review the membership of the CCC and determine whether the membership is balanced and capable of presenting a diversity of views. The Board may, at any time, direct the Basin Commission staff and/or CCC leadership to solicit additional applications to the Citizen Coordinating Council, including the Small Integration Group. These solicitations will be announced in Board meetings, on the website, and elsewhere.

Organizational/Functionality Review: On at least an annual basis, the Board shall review the CCC's organizational structure. If the Board determines that the CCC, through the office of the Chairperson, is not adequately conveying the range of citizen concerns, perspectives and/or recommendations, the Board may make suggestions for improving the CCC's functionality.

Meeting Schedule and Structure

Meeting Schedule: The Citizen Coordinating Council shall establish its own meeting schedule. CCC meetings shall be announced on the Basin Commission's website, www.basincommission.com, and in EPA's BasinBrief newsletter.

Agendas: CCC meeting agendas shall be developed by the CCC chair and vice-chair, in consultation with the TLG chair and/or Board chair, as well as the CCC facilitator or Basin Commission Executive Director, when appropriate. Every effort shall be made to circulate and post to the Basin Commission website agendas and meeting information at least seven (7) days in advance of the meeting.

Meeting Summaries: Generally, the Basin Commission staff, or facilitator, shall prepare draft summaries of the CCC meetings and any discussions held by the Small Integration Group. Other subcommittees or teams are responsible for developing their own meeting summaries. Final meeting summaries shall be posted on the Basin Commission website and circulated to CCC members and any other person requesting them. Every effort shall be made to rely on electronic media.

All meetings of the CCC shall be open to members of the public who may participate in CCC discussions when recognized by the Chair.

CCC Conduct and Decisionmaking Process

Decisionmaking Process: The CCC is not a formal decision-making authority of the Basin Commission. The Citizen Coordinating Council's responsibility is to communicate to the Basin Commission Board the full range of citizen perspectives on Basin Commission issue. Although the CCC is encouraged to work toward agreement on recommendations or conclusions to be presented to the Basin Commission Board, this is not a requirement, nor an expectation of that group. If no agreement is reached, the Chairperson, with the support of the Small Integration Group, shall represent the range of citizen perspectives to the

Basin Commission Board.

Conduct: All CCC participants shall be given an equal opportunity to be heard at CCC meetings. Participation shall be governed by *Robert's Rules of Order Newly Revised* and shall engage in a mutually respectful exchange of views, ideas, and information.

Facilitator: The Basin Commission shall provide a neutral facilitator for the initial meetings of the CCC. The role of the facilitator may include developing agendas and meeting summaries, facilitating meetings, working both at and between meetings to engage people and resolve any impasses that arise, and other functions, as requested.

Parliamentary Procedure: The CCC may consult *Robert's Rules of Order Newly Revised* to address any questions of parliamentary procedure.

Communication with Board

Preparing Issues for Board Discussion/Decision: The CCC chairperson shall notify the Basin Commission staff (and the TLG chair) of any topics the CCC would like to provide comment on at the upcoming Board meeting. This notification shall take place in advance of development of the final Basin Commission Board meeting agenda and shall be reflected on the meeting agenda. Every effort shall be made to forward to the Executive Director or Basin Commission staff at least fourteen (14) days in advance of a Board meeting any materials the CCC has prepared for the Board's consideration. It is anticipated that the CCC shall have an opportunity to provide a citizens' update at every Basin Commission Board meeting.

Communication with Technical Leadership Group (TLG)

The Chairperson of the CCC shall work with the Basin Commission staff and the Chair of the TLG to identify issues or topics benefiting from interaction between the CCC and the TLG. At a minimum, the TLG shall discuss with the CCC its preliminary thinking related to its annual and five-year workplanning obligations prior to presenting a set of recommendations to the Board. It is anticipated that the TLG shall also notify the CCC of any project focus teams it forms to address specific issues or site-specific remedial design needs and will work closely with the CCC on any site-specific remedial design efforts.

Expenses

Individual CCC member expenses shall be the responsibility of the individual members.