

SYSTEM GROUP RULES AND PROCEDURES

Roles

- Co-chairs will lead meetings and facilitate discussions
- Program Manager will help with facilitation, time management and meeting focus
- Technical Leads will present information, develop draft recommendations, collaborate with group members, and prepare reports to the Executive Board
- Working Group Members will provide input and review, and will collaborate with other members and technical team to provide needed information and work toward resolution

Meeting Rules

- Start and end on time
- Define meeting goals and stay on task
- Leave the room to answer cell phone calls
- No side conversations or interrupting
- Disagreement is expected, but refrain from hostility or antagonism
- Leave issues from other interactions, projects, and experiences at the door
- Everyone should participate, but no one should dominate. If necessary, facilitator can limit individuals to 2 minutes in order to ensure broad participation and timely completion
- Be open, be respectful
- Close with an action plan

Process for Developing Recommendations to the Executive Board

Each System Group will make recommendations to the Executive Board regarding the following milestones/products:

- Existing Conditions
- Future Conditions / Trend lines
- Vision, Goals and Metrics
- Idealized System

System Group recommendations will be based on information presented and group discussions at the meetings as well as between-meeting collaboration. It will be a consent-based process but it will not be necessary to reach full agreement before advancing a recommendation. A

consent-based process builds trust, encourages sharing of information, and provides an environment for collaborative problem solving. Consent does not mean that everyone will be equally satisfied with the recommendation, but all voices will be heard.

There will be two meetings¹ to discuss and ultimately advance a recommendation for each of the above milestones. The process will be:

- **First Meeting:** Technical team will provide draft information for the group to consider, including information provided by group members before the meeting. Group members will discuss the information, and will note additional information or revisions that they would like to see before agreeing to advance a recommendation to the Executive Board.
- **Between meetings:** Before the second meeting on the milestone, members will work with the technical team to revise information as needed, and work with other members toward resolving conflicts. Technical team will develop a “draft recommendation” based on input provided at and after the first meeting.
- **Second Meeting:** Technical team and members will present updated and revised information, and present a draft recommendation for the group to consider. The group will have a set amount of time to discuss this information and the recommendation before being “polled”. During the discussion, members can propose revisions to the recommendation or add alternative recommendations to be considered in the poll. Each member will then be polled regarding his/her level of concurrence with the recommendation(s), including:
 1. Concur
 2. Concur with minor reservations
 3. Concur with greater than minor reservations but consent to move forward
 4. Waive or Abstain
 5. Dissent

Group members will also be given the opportunity to provide brief written comments regarding their concurrence, dissent or concerns with the recommendation(s) being advanced.

- After the meeting, the technical team will bundle the polling results and the summarized comments from all System Groups into a report that will be posted on the Mountain Accord website for public review and comment. The results will also be

¹ Each meeting will cover two subjects. The first half of the meeting will be the follow up and polling for the topic first presented at the previous meeting. The second half of the meeting will introduce a new topic. There is an option for a third meeting for finalizing the recommendation on Idealized Systems.

discussed at a joint meeting of the Co-chairs of the system groups, to which all system group members and stakeholders will be invited. Each set of co-chairs will present their group's recommendations and summary comments. Points of consistency and conflict between the various groups will be identified and discussed, and a summary of this information, together with the reports from each of the system groups, will be advanced to the Executive Board.

Dispute Resolution

Disputes Within a System Group: In the event of unreconciled disputes within a System Group, the Co-chairs of the group may request that the Program Manager facilitate conflict resolution. The Program Manager may request that dissenting parties put their concerns in writing, develop a briefing paper, call a special meeting, or elevate the issue to the Executive Board. The Co-chairs of the System Group also have the authority to decide on the recommendations to advance to the Executive Board, although the Board will always be informed of the system group's polling results and comments.

Disputes Between System Groups: The Co-chairs of the System Groups will address substantive conflict between the environment, recreation, economy, and transportation group recommendations at each of the milestones. Where they deem necessary, the Co-chairs will bring the substance of the conflict to the Executive Board for discussion and feedback. The Executive Board will have the authority to determine resolutions.

Absentees

To keep the program schedule, it is important that those present are empowered to make decisions during the System Group meeting. If a working member cannot attend a meeting, the member may designate a representative that has participated in the process and is knowledgeable of the issues (for example, a person who has been an observer at the group meetings) to attend the meeting, participate in discussion, and participate in polling on behalf of the absent group member. Members who are absent and who have not completed the above actions waive their opportunity to participate in the given poll.