



Stakeholders Council

Scope of Work and Expectations

Please keep this guide handy and refer to it often. We want this to be a resource for you as a Stakeholder. Staff are happy to answer any questions you may have that are not covered in this document.

Purpose and Scope of the Stakeholders Council

The objectives of the Stakeholders Council, as outlined in its Rules and Procedures, are to do the following:

- Gather information
- Conduct fact-finding
- Counsel together
- Provide analysis
- Conduct feasibility studies
- Collaborate with broader constituencies with interests in the CWC project area
- Make suggestions, recommendations, and proposals to the Board and the CWC's staff and consultants.

Beyond that, the *system committees* were formed and restructured last year to do the following:

1. **Promote** and provide a special focus on their respective area of interest.
2. **Maintain an understanding**, through collaboration with other stakeholders and system groups, of the interdependence of the systems and impacts that decisions made by one system may have on the other systems and fit into the larger system.
3. **Use that understanding** to inform their decisions.

This is the purpose of today's system committees. This committee structure was inspired by the Mountain Accord system groups, but the Stakeholders Council's purpose is outlined above, and that purpose is not to replicate the Mountain Accord process.

Each system group is a part of the larger Central Wasatch system, and it is the ethos of the Mountain Accord and the CWC to bring varied interests together to collaborate and learn from one another, and to not focus on any system group in isolation. The larger Stakeholders Council is the natural forum for these system groups to come together, but this will not preclude committee members from having their viewpoints heard and considered, and thinking systematically and beyond one's own interests should be encouraged at all levels of the organization.



Members of the Stakeholders Council are expected to:

- Read and maintain familiarity with the Mountain Accord.
- Read and maintain familiarity with the Central Wasatch National Conservation and Recreation Area Act (CWNCRA).
- Adhere to the Stakeholders Council Ground Rules.
- Attend every Stakeholders Council meeting, and every meeting of the committee(s) to which the member belongs. Inability to attend meetings must be communicated with CWC staff. More than two absences in a calendar year may be grounds for removal from the Stakeholders Council.
- Use the time in meetings to collaborate and collectively determine action items for the committee and specific committee members.
- Use the time between meetings to further collaborate, communicate, and carry out the action items determined during the meeting.
- **Come to meetings prepared to discuss the agenda items, and having read the meeting agenda, past meeting's minutes, and any and all materials sent out in preparation for the meeting.**

Outreach and Internal Communication

As previously mentioned, Stakeholders are expected and encouraged to communicate with each other in between meetings to share information, discuss ideas, and continue project work. CWC Staff should be copied on all emails, but Stakeholders do not need staff approval to email each other individually or as a group. Staff will periodically send updated Stakeholders Council rosters with contact information for all Stakeholders for this purpose.

In the performance of the responsibilities and duties laid out above, members of the Stakeholders Council may want to reach out to external organizations, governing bodies, and individuals to gather information and input. The right and responsibility of Stakeholders to conduct outreach depends on which entity they want to contact. The table below illustrates who the Stakeholders Council may contact as a CWC Stakeholder, and who the Stakeholders Council should request CWC staff contact:

Target Entity	Party Conducting Outreach
CWC Commissioners, including ex-officio	Staff and Stakeholders
Media	Staff and Board only
Legislators	Stakeholders do not represent the CWC and <u>may not</u> reach out to legislators on behalf of the CWC, but they <u>may</u> reach out to legislators as private citizens and reference the CWC's work.
CWC Special Advisors	Staff and Stakeholders
Outside government entities (UTA, Forest Service, Salt Lake City Public Utilities, Salt Lake County, etc.)	Staff and Stakeholders
Outside companies, contractors, etc.	Staff and Stakeholders
CWC contractors	Staff only
Other outreach	If unsure or not listed here, ask staff.



This table is not exhaustive and if there are any questions about outreach, please don't hesitate to contact CWC staff.

Meeting Attendance

A quorum is required before a committee may conduct any official business (such as approving minutes or anything else that requires a vote). Over half of a body's membership constitutes a quorum (for example, a quorum for a committee of 8 members is 5, and a quorum for a 35-member Stakeholders Council is 18). Stakeholders are welcome to attend meetings of any committee regardless of their committee membership, but only official committee members count towards a quorum. As outlined in the expectations above, Stakeholders are expected to attend all meetings and notify staff of any needed absence in advance. **Your attendance and participation are essential for a quorum and for the functioning of the group.** All meetings of the CWC and Stakeholders Council are hybrid, but in-person attendance is encouraged.

Accessing Meeting Materials

All meeting materials (agendas, minutes, Zoom links, etc.) can be accessed in multiple places:

- On the [Utah Public Notices website](#)
 - Easily accessible by Googling or using the URL utah.gov/pmn
 - Use the "Search" function and fill out the date filters to find meetings (enter Central Wasatch Commission as the entity name)
 - Hit Submit, then scroll down to find meetings that match your search criteria.
 - To receive automated email alerts when meeting materials are added (*highly recommended*), click [here](#) to subscribe to the Stakeholders Council and its committees, and [here](#) to subscribe to the CWC Board and its committees (you must subscribe to both to receive alerts for both). Scroll to the bottom of each page and enter your name and email address.
- The [CWC website](#) under the "Public Meetings" menu.
- Staff sends out meeting agendas via **email** a few days prior to meetings.
- The **calendar invitation** for each meeting contains the meeting's date, time, location, and Zoom link.

Accessing Other Resources via the Shared Google Drive Folder

The Stakeholders Council has access to a shared Google Drive folder that serves as a repository for Stakeholders Council information, resources, and meeting materials. You can add, move, and modify files in this shared folder, which allows you to collaborate on documents or share work with others. To access this folder:

- Visit drive.google.com
- Log in with your Google account (or create one)
- Click "Shared with me" from the menu on the left (circled in red in the screenshot below)
- Find the folder titled "Stakeholders Council Resource Hub"
- From there, you visit the folders and documents within that folder.



- To create a new document or spreadsheet, just right-click within the folder where you want to create it and select from the menu of options that appears.
- If you have trouble accessing or navigating this shared folder, please contact CWC staff so we can help you.

A screenshot of the Google Drive web interface. The left sidebar contains navigation options: Home, Activity, Workspaces, My Drive, Shared drives, Shared with me (highlighted with a red circle), Recent, Starred, Spam, Trash, and Storage. The main area displays "Welcome to Drive" with a search bar and filters for Type, People, Modified, and Location. It shows suggested folders like Administrative, Stakeholders Council, Short-Term Projects, Symposium, Environmental Dashboard, and Transportation. Below, a table lists suggested files.

Name	Reason suggested	Location
2024 Upcoming Agenda Items	You edited • Feb 20, 2025	Administrati...
Stakeholders Council Roster	You edited • 11:03 AM	Stakeholder...