

TFW Policy Committee Co-Chair Selection Process & Duties
Draft content for potential inclusion in Board Manual Section 22

Drafted by Adrian Miller & Mary Scurlock with input from Dick Miller

Proposed Sections:

- **General Statement of Purpose:** why we need Co-Chairs, description of purview and limitations
- **Duties:** the job description, nut and bolts piece
- **Term of Service & Vacancies**
- **Eligibility, Nomination and Selection**
- **Process Changes as Needed**

1.0 TFW Policy Co Chair – General Purposes and Requirements

1.1 The TFW Policy Committee (“Policy”) aspires to operate with two Policy Co-Chairs who provide serve the Policy Committee by providing facilitation and administrative leadership to accomplish tasks in a timely and efficient manner.

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2. The Policy Co-Chairs will must be affiliated with two different caucuses.

1.3 Policy will strive to rotate Co-Chair positions through so that all nine voting caucuses will provide a Co-Chair over time.

3.

1.4 Policy Caucus’s may offer a Co-Chair in addition to their voting caucus representative the Committee.

1.5 Although Policy Co-Chairs are highly desirable, the temporary inability to fill one or both of these seats does not preclude Policy from continuing to function.

4. Policy Co-Chairs have a working knowledge of the guiding documents.

2.0 Duties

2.1 General Description: The role of TFW Policy Co-Chairs is to facilitate TFW Policy meetings. Facilitation occurs in collaboration with the professional facilitator supporting Policy (resources permitting) and the Adaptive Management Program Administrator (AMPA). Co-chair - Facilitation focuses both on content and process, but the TFW Policy Co-Chairs jointly facilitate with the professional facilitator supporting TFW Policy and the Adaptive Management Program Administrator (AMPA). Co-Chairs’ focus on the facilitation is generally more heavily weighted to content, with the AMPA and Professional Facilitator are more focused on process -- except where - Exception may be

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~~maintained. Use the position for good not evil. We are all human and there will be issues where one cannot be objective. Use the other co chair to facilitate if you feel you are not able to maintain objectivity.~~

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- ~~• Be sensitive to the limitations of the group, such as know when to push for a the group towards a solution and know when to call a break to work through an issue with individual caucuses.~~

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~~xvii.~~

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~~xviii. Consistently attend regular and special Policy the meetings. Strive for physical presence at all meetings, with few exceptions, and remain mentally. There will always be exceptions, but you need to be there. When you are physically there, you have to be focused on the meeting.~~

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~~xix. Work with caucuses as needed to attempt to resolve inter-caucus issues.~~

~~xx. Communicate with the AMPA to maintain a working knowledge of the status of CMER Master Schedule Projects, budget and spending issues, and when matters will come to Policy for consideration.~~

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~~xxi. Maintain open communication with the AMPA, CMER co-chairs, and DNR Forest Practices Board staff.~~

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~~3.0. Policy Co-Chair Terms of Service; Vacancies; Selection Vacancies~~

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~~3.1 Ideally, the minimum term for a Policy Co-Chair would be is two years, but a one year commitment is adequate to support a nomination.~~

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- ~~• with each Co Chair starting and ending on alternate years to avoid both Co Chairs leaving or starting at the same time. Ideally, terms will start on July 1 and end on June 30 to coincide with the start of each new state fiscal and work plan year. This will provide the highest level of continuity in the transition of these positions, but is not mandatory.~~

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~~3.2 Incumbents may serve more than one 2-year term, but must be nominated and approved each time with the consensus of Policy.~~

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- ~~• 3.3. When a Co Chair cannot fulfill the two year commitment, a minimum two month notice is desired.~~

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~~In the event of a position change mid term, an interim Co Chair may be appointed by the existing Co Chair (approved via consensus of the full Policy Committee), or a new selection process started to find a person to complete the remaining term. If there is no consensus on an interim Co Chair, Policy may will function under one Chair until another candidate is identified and approved by consensus.~~

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~~3.4 In the absence of both Co-Chairs, Policy will divide facilitation tasks among committee members on an ad hoc basis.~~

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~~If However, if a Policy Co-Chair seat is vacant for six months due to non-consensus at Policy over the selection of a willing Co-Chair(s), Policy will forward the dispute to the Forest Practice Board for resolution.~~

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~~Policy Co-Chair Eligibility, Nomination and Selection~~

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~~Eligibility & Nomination Process~~

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~~TFW caucus representatives or their principals are encouraged to vet the viability of potential co-chair candidates before formal nomination at a Policy meeting.~~

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~~3.7 Any TFW caucus representative or a caucus principal may nominate a Co-Chair candidate.~~

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~~3.8 someone from a different caucus than the remaining Co-Chair in writing or orally at a Policy meeting.~~

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~~If requested by any member of Policy, the nominee will provide a resume or other information relevant to the duties of Policy Co-Chair.~~

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~~An interview of any nominee by full Policy or a subgroup may be requested by any member of the Policy Committee.~~

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~~Selection Process~~

~~When there are multiple candidates for a Co-Chair position:~~

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- ~~1. The Co-Chair or AMPA will poll TFW Policy to determine if any of the candidates do not have the support of all caucus's.~~
- ~~2. If there is a single candidate that does have consensus and the other(s) do not, then the candidate with consensus will be approved as Co-Chair.~~
- ~~3. If no candidates have consensus, Policy will work to resolve any potential issues to remove barriers to consensus consistent with Section 3.5 of this document.~~

Commented [AM12]: Consider this alternative language. I don't want to create a subcommittee, this has to be a Policy decision and if we can't make it, then to the Board it goes as proposed in 3.5. It leaves out the absurd situation of two or more candidates that have consensus, presumption is that one would bow out.

~~3.9 The Board will be updated on the status of a Co-Chair selection process, but Board approval of Policy Co-Chairs is not required.~~

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~~Process Changes As Needed Internal Conflict Resolution Process~~

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~~The Policy Co-Chairs will work with the AMPA and Policy members to ensure that written AMP procedures are followed and that reasonable case-specific decision-making approaches are applied. This may necessitate real-time interpretations of guidance on an operational basis (who has authority of real-time interpretations? The paid facilitator?). Persistent disputes from Policy members purely over decision-making processes may be elevated by the Co-Chairs directly to the Board for guidance and resolution. with caucuses as needed to attempt to resolve inter-caucus issues...~~

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~~***For quick reference, here are some suggested duties modified from the CMER Protocols & Standards Manual. The Co-Chairs shall:~~

- ~~1. Establish and maintain a functional working relationship with each other.~~
- ~~2. Facilitate preparation, revision, and implementation of the Policy committee's work plan in accordance with the priorities set by Policy and/or the Board.~~
- ~~3. Maintain a regular meeting schedule with a posted agenda at least a week in advance.~~
- ~~4. Communicate as needed with caucus representatives between meetings to ensure that issues of concern are placed on the agenda and topics are properly framed for discussion at the meetings.~~
- ~~5. Facilitate meetings, manage the consensus decision process and coordinate the dispute resolution process as necessary.~~
- ~~6. Ensure that meeting notes are recorded, reviewed, approved and distributed in a timely manner.~~
- ~~7. Communicate with the AMPA to maintain a working knowledge of the status of CMER Master Schedule Projects, budget and spending issues, and when matters will come to Policy for consideration.~~
- ~~8. Maintain open communication with the AMPA, CMER co-chairs, and DNR Forest Practices Board staff.~~
- ~~9. Facilitate policy and technical advisory subgroups to Policy.~~
- ~~10. Communicate the status of Policy deliberations to the Board as requested and [insert timeline]~~
- ~~11. Ensure AMP Board Manual provisions and "ground rules" are followed.~~
- ~~12. Facilitate and coordinate dispute resolution.~~

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