

DRAFT Charter

Southern Resident Killer Whale Task Force

1. Purpose and Charge for the Southern Resident Killer Whale (SRKW) Task Force

(from Governor Inslee's Executive Order)

The Southern Resident Killer Whale Task Force is hereby created to identify, prioritize, and support the implementation of a longer term action plan needed for the recovery of Southern Residents and necessary to secure a healthy and sustained population for the future. The plan shall include actions needed to make significant progress in addressing all three of the identified threats to Southern Residents. The Task Force should monitor and evaluate the immediate actions undertaken by state agencies and build upon the progress and effectiveness of that work when developing longer term actions. Where available and applicable, the Task Force should build upon existing state, regional and federal plans.

The Task Force shall work with all levels of government and other partners to identify needed policies and programs, recommend priority actions to support recovery efforts, highlight budget needs, and recommend any legislation needed to support this Executive Order. The Task Force shall coordinate their work with appropriate representatives of the Government of Canada, the Province of British Columbia, and the states of Oregon, California, Idaho, and Alaska.

The Task Force shall prepare a comprehensive report and recommendations for recovering Southern Residents, with a full draft due by October 1, 2018, and a final report by November 1, 2018. The report should detail ongoing and new actions that will address all of the major threats to Southern Residents, including prey availability, legacy and ongoing toxic contaminants, and disturbance from noise and vessel traffic. A second report outlining the progress made, lessons learned, and outstanding needs shall be completed by October 1, 2019. With the submission of its second report, the Task Force shall dissolve.

2. Task Force Tasks

2.1. Overview

Building upon existing recovery planning and science, the Task Force will help create a foundation for SRKW recovery. This foundation will not only include the data, information, and recommendations; it will also be a unified commitment from our state's leaders and citizens to a long-term investment in the well-being of SRKW. Task Force members will consider diverse options and work to find common ground on a package of recommendations that helps build this foundation. The Task Force should work to build partnerships, connections, and enthusiasm for long-term commitment to SRKW recovery.

2.2. Reports

- 2.2.1. A draft report is due on October 1, 2018, and a final report by November 1, 2018.
- 2.2.2. The report should identify additional issues and actions that should be addressed in 2019.

- 2.2.3. The report will include a status report on the immediate actions required by the Governor's Executive Order.
- 2.2.4. A second report outlining the progress made, lessons learned, and outstanding needs is due by October 1, 2019. This report should identify additional issues and actions that should be addressed after the Task Force completes its work.
- 2.2.5. Minority views and actions considered but not ultimately recommended should be summarized in both reports.

2.3. Recommended Actions

- 2.3.1. The Task Force is charged with developing a science-based action plan with priority actions that will be effective in SRKW recovery.
- 2.3.2. The action plan should include prioritized short-term and long-term actions, their estimated costs and recommended funding sources.
- 2.3.3. Recommended actions should clearly state who is responsible for completing each action and a recommended completion date.

2.4. Resources

- 2.4.1. The Department of Ecology, Department of Fish and Wildlife, and the Puget Sound Partnership will appoint leads for each Working Group.
- 2.4.2. A consultant team will provide facilitation services, prepare meeting summaries, and write the draft and final reports on behalf of the Task Force.

3. Roles and Responsibilities

3.1. Members

- 3.1.1. The SRKW Task Force is comprised of a diverse membership. The full list of members can be found on the [SRKW Task Force Website](#). Task Force members should consider diverse perspectives and work to find common ground.
- 3.1.2. Task Force members will:
 - 3.1.2.1. Actively participate in all Task Force meetings. Consistency in attendance is important.
 - 3.1.2.2. Work between meetings to educate themselves on issues. Members accept the responsibility to come to meetings prepared for the discussion.
 - 3.1.2.3. Work cooperatively with each other, the co-chairs and facilitator, and staff to accomplish the Task Force goals.
 - 3.1.2.4. Keep constituents informed of Task Force efforts, solicit input on issues discussed, and share this input with the Task Force.
 - 3.1.2.5. Work to build partnerships, connections and enthusiasm for long-term commitment to SRKW recovery
 - 3.1.2.6. Follow the discussion Ground Rules included in Appendix A.

3.2. Co-Chairs

The Task Force co-chairs will:

- 3.2.1. Preside over Task Force meetings;
- 3.2.2. Approve final Task Force agendas;
- 3.2.3. Act as the Task Force's formal spokespersons, including with the media;

- 3.2.4. Communicate with members between meetings when needed to discuss issues; opportunities, concerns, strategies, and alternatives that need to be discussed to achieve Task Force goals and purposes;
- 3.2.5. When appropriate, facilitate communication between Steering Committee members, State agencies, the Governor's office, and legislators.

3.3. Steering Committee

- 3.3.1. The Steering Committee includes the following members: The Task Force co-chairs, the Washington Department of Fish and Wildlife (WDFW), Puget Sound Partnership (PSP), Office of Financial Management (OFM), the Governor's Policy Office, and the Chairs of the Working Groups.
- 3.3.2. The Steering Committee will support and guide the work of the Task Force, and will:
 - 3.3.2.1. Serve as a link between the Working Groups and the Task Force.
 - 3.3.2.2. Review and provide feedback on draft materials prepared for the Task Force and Working Groups including agendas, meeting materials, and reports.
 - 3.3.2.3. Review draft documents and reports produced on behalf of the Task Force.
 - 3.3.2.4. Ensure and enable a smooth and effective process that meets the goals and timelines of the Governor's Executive Order.

3.4. Working Groups

- 3.4.1. Working Groups will support the work of the Task Force by identifying, researching, and analyzing potential actions and formulating draft recommendations for consideration by the Task Force.
- 3.4.2. Working Group meetings are open to the public but will not include formal public comment opportunities.

3.5. Observers

- 3.5.1. Meetings of the Task Force will be open to the public.
- 3.5.2. At each meeting, a brief public comment period will allow observers to offer comments related to issues at hand, subject to time limits stated on the agenda. During the public comment period, Task Force members will listen, and comments will be recorded. There will not be discussion.
- 3.5.3. Written public comments may be submitted on the [SRKW Task Force website](#) or provided to Task Force staff at any Task Force meeting.

3.6. Facilitator

The facilitator is an impartial individual who guides the process and facilitates meetings. The facilitator will:

- 3.6.1. Keep the group focused on the agreed-upon agenda.
- 3.6.2. Suggest alternative methods and procedures to move forward when necessary.
- 3.6.3. Encourage participation by all group members.
- 3.6.4. Halt or redirect dialogue that is disrespectful, off-topic, or dominating the conversation so that others are not able to effectively participate.
- 3.6.5. Ensure that Task Force members adhere to the ground rules found in Appendix A.

4. Decision Making and Voting

- 4.1. Quorum: A minimum of 16 Task Force voting members is necessary to constitute a quorum. A quorum is necessary for the Task Force to make decisions or recommendations. If a quorum is not present, the meeting may continue with no actions being taken.
- 4.2. The Task Force will use consensus-based decision-making and will not rely on parliamentary procedure.
- 4.3. The Task Force will strive toward consensus.¹ The levels of consensus include:
 - I can say an unqualified "yes"!
 - I can accept the decision.
 - I can live with the decision.
 - I do not fully agree with the decision; however, I will not block it.
- 4.4. If consensus cannot be reached after substantive discussion, the co-chairs may ask for a vote. The vote will carry if two-thirds (66%) of the members present vote in favor.
- 4.5. Minority reports will be allowed for all decisions. In addition, Task Force reports and meeting summaries will highlight the pros and cons of the actions discussed.

5. Communications

- 5.1. Only the co-chairs may speak on behalf of the Task Force.
- 5.2. Members who discuss the work of the Task Force with the media, governing bodies, or other outside groups must be explicit that they speak for themselves or for the constituency they represent.
- 5.3. Communications among members must comply with the Open Public Meetings Act:
 - 5.3.1. Substantive discussion of information or deliberation of issues should occur in meetings and is prohibited outside of meetings when a quorum of Task Force members is included in the communication.
 - 5.3.2. Task Force members may share information among themselves. However, Task Force members may not discuss or debate the information received (such as "I think this is good/bad", "I think we should do x/y", etc.) in communications where a quorum is participating.
 - 5.3.3. In general, Task Force members should not "reply all" to e-mails.
 - 5.3.4. Discussion of substantive issues outside of meetings may only occur in small groups where no quorum is present (fewer than 16 people).

¹ Definition of Consensus: Consensus is a group process where the input of everyone is carefully considered and an outcome is crafted that best meets the needs of the group as a whole. The root of consensus is the word consent, which means to give permission to. When members consent to a decision, they are giving permission to the group to go ahead with the decision. Some members may disagree with all or part of the decision, but based on listening to everyone else's input, all members agree to let the decision go forward because the decision is the best one the entire group can achieve at the current time.

Appendix A

DISCUSSION GROUND RULES

In order to ensure that Task Force discussions and deliberations are efficient, productive and civil, the Task Force, staff, facilitator, and other participants all agree to abide by the following discussion ground rules. The Task Force will support the facilitator's efforts to run meetings in accordance with these ground rules.

Facilitator

The facilitator is an impartial individual who guides the process and facilitates meetings. The facilitator's job is to keep the Task Force focused on the agreed-upon agenda, suggest alternative methods and procedures to move forward when necessary, encourage participation by all Task Force members, and halt or redirect dialogue that is disrespectful, off-topic, or dominating the conversation so that others are not able to effectively participate.

Task Force Members agree to:

1. Be Respectful

- Listen when others are speaking. Do not interrupt and do not participate in side conversations. One person speaks at a time.
- Recognize the legitimacy of the concerns and interests of others, whether or not you agree with them.
- Cooperate with the facilitator to ensure that everyone is given equitable time to state their views. Present your views succinctly and try not to repeat or rephrase what others have already said.
- Silence cell phones and refrain for using electronic devices during the meeting, except to take notes.

2. Be Constructive

- Participate in the spirit of giving the same priority to solving the problems of others as you do to solving your own problems.
- Share comments that are solution focused. Avoid repeating past discussions.
- Do not engage in personal attacks or make slanderous statements. Do not give ultimatums.
- Ask for clarification if you are uncertain of what another person is saying. Ask questions rather than make assumptions.
- Work towards consensus. Identify areas of common ground and be willing to compromise.
- Minimize the use of jargon and acronyms. Attempt to use language observers and laypersons will understand.

3. Be Productive

- Arrive on time and stay until the meeting is adjourned.
- Adhere to the agenda. Respect time constraints and focus on the topic being discussed.
- Volunteer for tasks between meetings.

4. Bring a Sense of Humor and Have Fun.