



## **California Wetland Monitoring Workgroup Roles and Responsibilities August 5, 2014**

### **Workgroup Chairs and Tenure**

The CWMW will be led by three Co-Chairs, one from a state agency, one from a federal agency and a third from a non-governmental science support organization<sup>1</sup>. Tenure will be for a period of two years, with the possibility of extension by vote of the CWMW.

Staff support for the chairs will come from either their representative organizations or from a partner agency.

### **Meeting Frequency and Location; Setting agendas; and Getting Items onto Agendas**

Meetings will be held quarterly in Sacramento. The CWMW at its discretion may hold meetings in other locations to help facilitate broader/regional participation.

Agendas will be drafted by support staff not less than 2 weeks before each meeting and sent out to the chairs and any other persons identified on the draft agenda as responsible for an agenda item (speakers, giving presentations, etc.). Chairs will revise or recommend changes to the agendas as needed, and a final agenda will be sent by email to all members and posted on the CWMW website at least one week before the next meeting.

A standing agenda item will be listed in the agenda to identify upcoming topics at future meetings, and this list will be the basis for the draft agenda. Any member requesting to add or revise an agenda topic may do so by sending an email to support staff or chairs and these will be reflected in the draft agenda. Final agenda content, order of presentation, and speakers or presenters will be determined by the chairs.

### **Membership**

Representatives from state, tribal and federal agencies with authority or responsibility for wetland planning, regulation, management, monitoring, or assessment, as well as non-governmental science support organizations participate on the Workgroup. Currently, the science support organizations SCCWRP, MLML, and SFEI-ASC participate on the CWMW as both representatives of the statewide and regional data centers and as nodes of regional wetland research that support the CWMW and its participating agencies.

NGOs or other non-profit organizations that have key wetland or riparian data sets and/or active wetland assessment, restoration, and management programs are encouraged to participate in either the CWMW or its committees, as appropriate.

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<sup>1</sup> Currently, three such organizations are CWMW members, Southern California Coastal Water Research Project (SCCWRP), Moss Landing Marine Labs (MLML), and San Francisco Estuary Institute-Aquatic Science Center (SFEI-ASC).



## **Decision Making**

The CWMW shall seek consensus on all issues and recommendations. The members of the CWMW intend that their meetings foster new ideas, open dialogue, and constructive debate. When consensus is not reached, CWMW may vote on issues and recommendations. Each member agency shall cast one vote. Minority and majority positions may be submitted as needed. CWMW members should recuse themselves from "voting" or deliberating on issues for which they may have a perceived or actual conflict of interest.

Members will represent their agencies and organizations in good faith, ensuring that important issues, documents, products, or positions are taken back to managers and colleagues at their respective agencies/organizations for dissemination and, in appropriate cases, feedback. This "information loop" is expected to be an important function of the CWMW and will facilitate uniform and consistent information sharing so that policies and procedures related to wetland monitoring, assessment, reporting, and management are consistent among member agencies to the extent practicable. Representatives are expected to not only "represent" the mandates and vision of their agencies, but to serve as liaisons between their agencies and the CWMW. As such, they should promote the objectives of the CWMW within their agencies.

## **Meeting Procedures**

One of the Co-Chairs will run the meeting according to the agenda and will also facilitate conversations, discussions, and decision-making. Meeting notes will be taken by support staff and, as mentioned above; minutes based on these notes will be produced before the next meeting and circulated with the draft agenda. All members will be given the final minutes along with the final agenda within a week of the next scheduled meeting. Final meeting minutes, agendas, and pertinent products and presentations shall be promptly posted on the CWMW website ([http://www.mywaterquality.ca.gov/monitoring\\_council/wetland\\_workgroup](http://www.mywaterquality.ca.gov/monitoring_council/wetland_workgroup)).

A list of action items identified during each meeting will be sent out to the workgroup members within 1 week of the meeting to ensure participants have sufficient time to complete actions prior to the next meeting.

CWMW members are encouraged to attend meetings in person, but if that is not possible, then attendance by web conference is appreciated. In cases where members are unavailable, alternates are welcome so as to maintain full representation by all member organizations and agencies at meetings.

## **Ongoing communication among group**

CWMW members are encouraged to communicate regularly on subjects of interest or work assignments that might arise and are encouraged to reach out to other CWMW members and colleagues in other organizations, local agencies and authorities, potential affected parties, and possible partners.

## **Communication to the Public**

With respect to discussing the activities of the CWMW at other forums, only Co-Chairs may formally represent the CWMW, unless decided otherwise by the workgroup. However, any



member may report on activities in a factual manner. Representation of the CWMW and contact with the media should remain within the purview of the Co-Chairs.

### **Committees of the CWMW**

The CWMW, at its discretion, may form standing or ad hoc committees to focus on specific technical or programmatic areas. These committees will provide a mechanism for more detailed and intensive participation and discussion. Each committee shall select a chair who will serve as a liaison and report to the CWMW. Individuals/organizations with relevant expertise may serve on the committees, regardless of whether or not they are CWMW members.