

Lake Jesup-Crane Strand-Long Branch BMAP Working Group Operating Procedures

The following operating procedures apply to discussions of the Lake Jesup-Crane Strand-long Branch Basin Management Action Plan Working Group. They are subject to change at the discretion of the group.

I. Representation and Participation

- A. Consistent participation on the part of entities and individual representatives is strongly encouraged.
- B. Participants will not be formally appointed to the Working Group. An informal membership list will be maintained by the facilitator.
- C. Every participant will be responsible for keeping their respective organization or constituency aware of key issues, project timelines, and group decisions. Florida Department of Environmental Protection staff will assist in this regard to the greatest extent possible.
- D. Significant comments and questions expressed by peers, senior staff, constituents, and/or governing boards of the members will be communicated back to the Working Group on a regular basis.

II. Working Group Management

- A. Participants will freely exchange documents and other information, excluding privileged or confidential information.
- B. At the discretion of the Working Group, topic-specific subcommittees may be convened. Subcommittees will adhere to the Working Group's operating procedures.

III. Decision-Making Processes

- A. Working Group participants understand that decisions will frame future actions. It is the responsibility of all Working Group members to keep the process and meetings on track and focused.
- B. The Working Group will strive to achieve decisions by consensus. Consensus is achieved when all participants support, agree to, or can accept a particular decision. Formal Working Group membership will be established prior to altering this decision-making procedure to include a vote-based system.



- C. A quorum will not be necessary for discussion. As key discussion topics emerge, language that reflects the emerging consensus of the group will be distributed to all participants to communicate the topic and encourage feedback.
- D. In seeking consensus on an interim or final recommendation, it is understood that members should voice their concerns with specific proposals along the way, rather than waiting until a final recommendation has been developed.
- E. All Working Group meetings will be open to the public.
- F. The facilitator or his/her designee will keep meeting notes. These notes will not be a detailed recording of statements, but instead will capture key issues, action items, and consensus items. Meeting notes will be kept on file with the Florida Department of Environmental Protection.

