

**APPROVED May 15, 2017**

**MEETING GUIDELINES**

**Gilleland Creek Implementation Plan Revision  
Stakeholder Group**

**I. Goal**

The goal of the Gilleland Creek Implementation Plan Stakeholder Group is to assure the I-Plan:

- Allows Gilleland Creek to meet contact recreation standards; and
- Manages the entire Gilleland Creek watershed through cooperation among jurisdictions and citizens, and by tailoring solutions to each entity's unique needs.

**II. Composition of Stakeholder Group**

The Stakeholder Group is composed of the individuals or representatives of organizations who are (1) in the Gilleland Creek watershed (watershed), (2) who may be affected by or may affect water quality in the watershed, or (3) who can help develop or implement actions to reduce water quality problems in the watershed. All interested persons who meet these criteria are invited to participate in the Stakeholder Group. The Stakeholder Group seeks to include a variety of stakeholders to reflect the diversity of interests within the Gilleland Creek watershed and also to incorporate the viewpoints of those who may be affected by Gilleland Creek water quality.

**III. Reaching Decisions**

A. *Decision-making Group.* Decisions will be made by those individuals and representatives of entities who will be responsible for implementing management measures and control actions (Decision-making Group). A list of these entities is included as Appendix A, and may be revised as entities or individuals agree to join in the implementation process for management measures and control actions.

B. *Quorum.* A majority of the Decision-making Group must be present at the meeting to constitute a quorum. While discussions and informal decisions of the Stakeholder Group may be made in the absence of a quorum, decisions may be formally made only when a quorum of the Decision-making Group is present. In the case of an entity, one person will formally represent the entity for the purposes of determining a quorum and for making a decision. The Decision-making Group may make decisions by participating in a virtual meeting, or by email agreement or vote in the event it is impractical to gather the group together to make a time-sensitive decision or to make minor changes in previously made decisions.

C. *Decisions by consensus.* This group will attempt to make decisions based on consensus.

1. Consensus is a decision built by identifying and exploring all members' interests and by assembling a package of agreements that satisfies those interests to the greatest

extent possible. A consensus is reached when all members participating in a meeting at which there is a quorum agree that their major interests have been taken into consideration and addressed in a satisfactory manner so they can live with and support the decision of the group.

2. Achieving consensus does not mean unanimity on all issues. Some members may strongly endorse a particular solution or decisions while others may accept it as a workable agreement. A member can participate in the consensus without embracing each element of the agreement, or necessarily having his/her interests satisfied to the fullest extent. Members recognize that, given the combination of gains and trade-offs in the decision package and given the current circumstances and alternative options, the resulting agreement is the best the voting members can make at this time.
3. The following principles will be used to foster consensus:
  - Everyone actively participates;
  - Members have a common base of information;
  - Members create an atmosphere where everyone can share views;
  - Members respect disagreement as illuminating problems and improving decisions;
  - Members use disagreements to discover unmet needs, and to find a way to meet them;
  - Members are specific about a concern and why it matters, and are open to options to address it.

D. *Decisions in the Absence of Consensus.* If it appears that consensus cannot be reached, the Decision-making Group may suspend the attempt to reach consensus on the proposal under consideration, by a vote of 75% of its full membership. If the vote to end the consensus process is approved, a member of the Decision-making Group may propose a vote on a particular matter. For a motion to be approved, it must receive an affirmative vote of 75% of the Decision-making Group present. Dissenting members will be offered the option of submitting a minority report to be included with the recommendations. Any decision involving a management measure or control action must include the concurrence of any entity involved in its implementation.

#### **IV. Conducting the Meetings**

- A. Meetings will be open to the public. Notice of the meetings and agendas will be posted on the TCEQ website of the Stakeholder Group.
- B. The Stakeholder Group will set its own meeting schedule.
- C. *Recording of meetings.* The Stakeholder Group meetings will not be electronically recorded unless the group agrees to do so. The facilitator will prepare draft summaries of the meetings reflecting decisions and key points of discussion to assist the group in

moving forward. The meeting notes will be posted on the TCEQ website of the Stakeholder Group to provide information to the public.

**D. Discussion Guidelines**

1. Listen to understand
2. Work on the problem, not the person
3. Stay on topic
4. Share relevant information
5. Test assumptions

**E. Facilitator**

1. The facilitator will prepare a proposed agenda and process to move through the meeting, with input from a planning team designated by the Stakeholder Group. The Stakeholder Group will agree to the agenda at the start of each meeting.
2. The facilitator will help the group move through the meeting agenda, keep the meeting on track, seek to move participants past deadlock or impasse, and generally provide process support for the meeting.

**V. Amendment of Meeting Protocols**

These meeting guidelines may be amended by the Decision-making Group at a meeting.

**APPENDIX A: Decision-making entities/individuals:**

- City of Austin
- City of Manor
- City of Pflugerville
- City of Round Rock
- Lower Colorado River Authority
- Texas State Soil and Water Conservation Board
- Texas Department of Transportation
- Travis County
- Windermere Utility Company