

Spokane River Regional Toxics Task Force  
MOA January 23, 2012  
File Name: SRRRTTF MOA Final 1-23-2012.docx

- The public is not entitled to speak at meetings (although usually opportunity is provided, with specific/consistent procedural guidelines).
- Task Force is held to the following specific procedure for meeting notices:
  - Contents of notice:
    - The time and place.
    - The business to be transacted.
  - Timing of notice - written notice must be delivered personally, by mail, by fax, or by e-mail at least five business days before the time of the meeting to all members of the Task Force. A special meeting may be held with 24 hours notice, but no decisions will be made at special meetings.
  - Notice of change in date, location, time of meetings.
- The Task Force may take final action only concerning matters identified in the notice of the meeting.
- As available, the minutes from meeting will be posted to the website.
- No member will act as a representative of the Task Force unless assigned as such through a vote of the membership.

## Communications

We have developed the following operating protocol regarding how we work together.

- To promote trust and respect, in our work together we agree to:
  - Respect each other in and outside of meetings.
  - Operate in good faith.
  - No backroom deals.
  - Respect the personal integrity and values of participants and organizations.
  - All participants in the negotiation bring with them the legitimate purposes and goals of their organizations. All parties recognize the legitimacy of the goals of others and assume that their goals will also be respected. These negotiations will try to maximize all the goals of all the parties, as far as possible.
  - Honor agreements; commitments will not be made lightly and will be kept.
  - Regard disagreements as "problems to be solved," rather than as "battles to be won."
- To enhance open and honest dialogue, we will:

Spokane River Regional Toxics Task Force

MOA January 23, 2012

File Name: SRRRTTF MOA Final 1-23-2012.docx

- Participate in discussions and will encourage each other to “explore without committing.” This frees up the group to explore potential solutions without viewing those explorations as formal proposals.
- State interests, problems, and opportunities, not positions – positive candor is an effective tool.
- Air problems, disagreements, and critical information during meetings to avoid surprises.
- Commit to search for opportunities and alternatives. Group creativity can often determine the best solution.
- Substantiate rumors at the meeting before accepting them as fact.
- To communicate clearly in specific discussions, we agree to:
  - Disclose interest.
  - Listen fully to understand.
  - Look for ways to address not only your own interests, but those of others as well.
  - Participate, share the floor, be concise.
  - Look ahead – acknowledge the past but don’t rehash it.
  - Be explicit and factual – ask for clarification if confused.
- To ensure inclusivity and transparency, we acknowledge and expect that:
  - Participants represent a broad range of interests, each having concerns about the outcome of the issues.
  - Participants commit to keeping their colleagues/constituents informed about progress.
  - Participants will not publicly represent the views of others.

### **Committees**

The Task Force has the option to form Committees, provided it is determined by the Task Force that committees will improve the effectiveness and efficiency of the Task Force. Task Force members and appointed members may participate in committees. The Task Force will designate a chair for each committee formed from the membership of the committee. The committee chair will provide regular updates to the Task Force on the efforts and recommendations of the committee.

### **Appropriate Staffing**

The Task Force will select staff and a technical consultant. The Task Force will select staff through an open and competitive process.