

San Gabriel Mountains Community Collaborative

Code of Conduct

Adopted March 4, 2015

Revised September 28, 2017

A member of the San Gabriel Mountains Community Collaborative and committee members will:

1. *Serve as a liaison to others in your constituency who are not a part of the Collaborative.*
 - a. In order for the Collaborative to function effectively the total number of members must be limited. There's an important need, therefore, for members to communicate with their constituencies about what is happening in the Collaborative, and to bring additional concerns and ideas back to the Collaborative. The goal is ensure there are no surprises in the community, and also to prevent missteps by the Collaborative.
2. *Strive for consensus. Decisions on recommendations will be made by consensus of all named Collaborative members. Consensus means the willingness to go along with the decision either in active support of it or in not opposing it.*
 - a. Tentative agreements may be made at meetings pending the opportunity for members to consult with their constituencies. This will be done on a timely basis.
 - b. The commitment to work for consensus means that members will:
 - i. Participate in the give and take of the process in a way that seeks to understand the interests of all;
 - ii. Generate proposals thought to be workable for all; and,
 - iii. Work together to reach consensus.
 - c. If the group is in general agreement on an issue, dissenting members are responsible for proposing alternatives they believe might achieve group consensus.
 - d. If the Community Collaborative cannot reach consensus after at least two attempts at the same meeting that include discussions with members present who cannot agree, another attempt at consensus will be made at a subsequent meeting. If that attempt at consensus is not successful, the Community Collaborative will vote on the issue. The issue will be approved if at least 90% of those Community Collaborative members present in the room agree.
 - i. When a vote is taken, names of members who do not approve will be recorded in the meeting record. If/when a proposal is made to the Forest Service or shared publically, language will be included to say, "The Community Collaborative reached super majority approval on this issue.

Please see the meeting record dated [DATE] for details on dissenting votes.”

- ii. Dissenting member(s) and their represented organizations shall have the opportunity to provide public comment, on the dissenting item, outside of the Community Collaborative’s process.
3. *Maintain a respectful and productive working climate.*
 - a. Attend all meetings of the Collaborative and assigned committees;
 - b. Come prepared and actively participate to reach consensus;
 - c. Respect other Collaborative members and seek to understand their interests;
 - d. Speak with candor and work to resolve differences in a constructive manner;
 - e. Actively generate proposals thought to be workable for all;
 - f. Follow through with your commitments and schedules.
 4. *Engage with your members, the general public and the media in a way that supports the process and decisions of the Collaborative.* Collaborative members who speak to the news media or participate in other forums such as online blogs must clarify that they speak only as an individual and not on behalf of the Collaborative, unless designated to speak on behalf of the Collaborative.
 5. *Adhere to the following policy regarding alternate members:*
 - a. One designated alternate per member.
 - b. It is the member’s responsibility to ensure that the alternate operates within the approved code of conduct.
 - c. Alternate can vote in the member’s absence; both the member and alternate must honor the vote.
 - d. It is the responsibility of the member and the alternate to keep one another fully informed.
 - e. Both the member and the alternate may attend and participate in meetings.
 - f. Regular members are expected to attend meetings at least 80% of the time.
 - g. Either the member or the alternate may vote regarding meeting records or other online decisions (but each “seat” has only one vote total).
 - h. Alternates can serve on committees as any other member of the public (no special alternate status).
 - i. Process for designating an alternate:
 - i. Members send NFF staff the alternate’s name, organizations/affiliation, title, phone number, and email address.
 - ii. NFF will add alternates to the SGMCC communications list.

SGMCC Meetings:

- 1. Meetings are open to the public as space permits.*
- 2. Meeting dates and locations will be posted on the National Forest Foundation's SGMCC webpage.*
- 3. The SGMCC will invite public comment at a designated time on the agenda.*

The National Forest Foundation will:

- 1. Serve as neutral facilitator during meetings by focusing the energy of the group on a common task, protecting individuals and their ideas from attack, encouraging everyone to participate and share their ideas, helping the group find zones of agreement, coordinating pre- and post-meeting logistics; and, where necessary, communicating with the members between meetings.*
- 2. Maintain the code of conduct agreed to by the member and address the issue if a member is not acting in good faith and is inhibiting the group from moving forward.*
- 3. Respect the confidentiality of private communications with any of the members.*
- 4. Prepare and maintain an objective record of the process and bring draft records back to the Collaborative for acceptance prior to distribution, including areas of agreement, disagreement, and strategies.*