

SAMPLE

GLEN CANYON DAM ADAPTIVE MANAGEMENT WORK GROUP OPERATING PROCEDURES

FOREWORD

Purpose and authority

OPERATION

1. Meetings
 - frequency
 - pre-meeting notice
2. Alternate committee members.
 - voting privilege
 - who designates alternates
 - count for quorum
3. The Chairperson will be the Secretary's designee
 - In the absence of the Chairperson, the Chairperson will appoint his/her designee.
4. The Secretary's Designee
 - convene AMWG meetings
 - facilitates meetings
 - authorized to adjourn the AMWG meeting at any time.
5. Members
 - nomination
 - replacement
 - length of term(4 years, replacement members will complete term)
 - 4-year rotation
6. Agenda
 - prepared by
 - approved by
 - reviewed by
 - input by members
 - input by others

Ach5

7. Method of making of a motion / proposal from group, sub-group, public
 - pre-meeting notice
 - written or verbal
 - acceptance or rejection
 -
 -

8. Voting
 - How?
 - Decision of the Group will be determined by...(Consensus, Majority, Percentage, Perception of chairman, etc.)
 - Recording of votes
 -

9. Subgroups and meetings
 - How formed
 - membership
 - Chairman's charge
 - Purpose
 - number of meetings

10. Minutes
 - Type
 - method of approval

11. arranging meetings and other duties associated with operation of the AMWG.
 - pre-meeting documentation
 - location of meetings

12. Public / visitors
 - Federal Register
 - public access to records
 - comments from public written or oral,
 - voting privileges (none)
 - no payment for travel

13. Payment for Travel.
 - methods and procedures

14. Open / Closed Meetings

DRAFT 10/14/97

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FOREWORD

The Grand Canyon Protection Act (Act) of October 30, 1992, (Public Law 102-575) directs the Secretary of the Interior (Secretary) to "establish and implement long-term monitoring programs and activities that will ensure that Glen Canyon Dam is operated in a manner consistent with that of section 1802" of the Act. "The monitoring programs and activities shall be established and implemented in consultation with the Secretary of Energy; the Governors of the States of Arizona, California, Colorado, Nevada, New Mexico, Utah, and Wyoming; Indian tribes; and the general public, including representatives of academic and scientific communities, environmental organizations, the recreation industry, and contractors for the purchase of Federal power produced at Glen Canyon Dam." In order to comply with the consultation requirement of the Act, the Glen Canyon Dam EIS recommended formation of a Federal Advisory Committee. To fulfill this requirement the Glen Canyon Adaptive Management Work Group (AMWG) has been established. The AMWG Charter imposes the following criteria: (1) the AMWG shall operate under the Federal Advisory Committee Act (Public Law 92-463); (2) the Chairperson shall be the designated by the Secretary; (3) the Secretary's Designee, shall also serve as the Designated Federal Official under the Federal Advisory Committee Act; (4) the Bureau of Reclamation will provide the necessary support in taking accurate minutes of each meeting; and (5) the AMWG shall continue in operation until September 30, 1998, at which time it will be subject to termination or renewal under the Federal Advisory Committee Act.

OPERATION

1. Meetings. The AMWG is expected to meet semiannually. The Secretary's designee may call additional meetings as deemed appropriate. A minimum of one meeting will be held annually. All meetings shall be announced by notice in the Federal Register and by news release to local newspapers.

Fifteen members must be present at any meeting of the AMWG to constitute a quorum.

Robert's Rules of Order will be generally followed, except that some flexibility will be allowed as needs dictate.

The Bureau of Reclamation is responsible for arranging meetings and for other duties associated with operation of the AMWG. They will arrange for meeting location, provide staff for the Designee, minutes, Federal Register Notices and all other operational requirements of the AMWG.

Meetings of the AMWG shall be held in the following locations: Flagstaff, Las Vegas, Phoenix, and Salt Lake. Meetings shall be rotated between these four sites as decided upon by the workgroup.

2. Chairperson. The Chairperson will be the Secretary's Designee, who will preside over the meetings of the AMWG. In the absence of the Chairperson, the Chairperson will appoint an alternate. The Secretary's Designee or their alternate must be present before a meeting of the AMWG may convene. The Secretary's Designee may designate an alternate who is a member of the Department of the Interior. The Designee or their alternate is authorized to adjourn an AMWG meeting at any time.

3. Members. Membership shall follow guidelines in the AMWG Charter. Members of the AMWG will be designated by the Secretary of Interior. They shall serve for a term of four year. Current members may be designated for more than one term.

4. Alternate Committee Members. AMWG members may designate alternates for the same term as the member. Alternates must be identified to the Chairperson in writing. The member will notify the chairperson 15 days prior to the day of any meeting in which the alternate will represent the member. Alternates must meet the same qualifications as the member. Alternates will have authority to fully participate in AMWG business, including quorum and voting privileges. They may receive compensation for travel to AMWG meetings when representing the official member. Representation of an alternate does not remove the attendance requirement of the member described in the Charter. A list of members and alternates shall be maintained and made available to the Work Group.

5. Agenda. Sixty days prior to any meeting of the AMWG, a draft of the proposed agenda and related information will be sent to the group members. Members shall review the agenda and return comments and proposed agenda items to the Designee within two weeks of the agenda mailing date. The final agenda will be sent to the members 15 to 30 days prior to the meeting. The Secretary's Designee shall approve all agendas.

6. Voting. The maker of a motion must clearly and concisely state and explain their motion. Motions may be made verbal or submitted in writhing in advance of the meeting. Notice of motions to be made by the AMWG should be written notices both in the Federal Register and on the agenda. Motions may be proposed by a member in meetings where they are related to an agenda topic. After a motion there should be presentations by staff followed by discussion and a call for questions. The public will be given opportunity to comment during the question period as allowed by the Chairperson. Any member of the public asked to address the AMWG, shall have a minimum of 2 minutes to comment. The Chairperson can limit the total time allowed to the public for comments. Comments shall be applicable to the motion and not be repetitive to presentations, group discussions or other comments previously presented. The motion must be fully documented for the minutes and restated clearly by the Chairperson before the vote is taken.

The group should try to seek consensus but, in the event that consensus is not possible, a vote should be taken. Voting shall be by verbal indication or by raised hand. Approval of a motion will require a two-thirds majority of members present and voting. If there is a minority, they shall have the opportunity to send their opinion along with the formal recommendation to the Secretary. Voting shall occur only within the formal meetings of the group.

7. Minutes. Detailed minutes of each meeting will be kept. The minutes will contain a record of persons present and a description of pertinent matters discussed, conclusions reached, and actions taken on motions. Minutes shall be limited to approximately 5 to 15 pages. The corrections and adoption of the minutes will be by vote of the AMWG at the following meeting. The Secretary's Designee shall approve all minutes. The Bureau of Reclamation is responsible for recording and disseminating minutes to AMWG members within 30 days of the subject meeting.

9. Public Involvement. No later than fifteen days prior to each meeting a notice will be published in the Federal Register. Meetings will be open to the public and advertised in local newspapers. Interested persons may appear in person, or file written statements to the AMWG. Public comments can be on any issue related to operation of the Glen Canyon Dam. A specific time for public comment will be identified in the agenda. Advance approval for oral participation may be prescribed, and speaking time may be limited. Minutes of AMWG meetings and copies of reports submitted to the AMWG will be maintained for public review at the Bureau of Reclamation's Upper Colorado Regional Office in Salt Lake City, Utah and at the Library of Congress in Washington, DC.

10. Payment for Travel. Members of the AMWG may receive compensation for travel expenses, including travel and per diem. Compensation for those expenses will be made under federal guidelines. Alternates representing the official committee member may also receive compensation for travel expenses.

11. Open/Closed Meetings. If an entity proposes discussion of a sensitive issue they feel requires a closed session they should so state in a proposal submitted to AMWG members in sufficient time to include it in the agenda published in the Federal Register Notice announcing the next meeting. An executive session could be held during a regular meeting, but should be used rarely. Any sensitive cultural issues will require consultation with Native Americans prior to meeting.

Telephone conference meetings must have a notice in the Federal Register 15 days prior to the call. There must be adequate opportunity for the general public to listen to the conference call.

The AMWG may conduct business outside of formal meetings through telephone polls conducted by the Chairperson or his/her designee. In emergency situations, telephone polls can be requested by the AMWG member to act on clearly defined written motions for AMWG approval. Following approval by the Chairperson, a telephone poll will be conducted within 7 working days. During a telephone poll, all members will be contacted and requested to vote. Approval of a motion will be by at least a two-thirds majority of all members voting. The Chairperson is responsible for documenting in writing how each member voted and distributing the record to all AMWG members.

12. Reports and Record Keeping. The Annual Report (AR) required by the Grand Canyon Protection Act shall be written by the AMWG. The State of the Natural and Cultural Resources in the Colorado River Ecosystem report developed by the Grand Canyon Monitoring and Research Center will be attached to the AR and shall contain information on the condition of the resources impacted by the operation of Glen Canyon Dam. The AR shall be concise, containing critical resource issues and recommendations to the Secretary on future dam operations.

AMWG staff will supply GSA the required information to complete the summary report for Federal Advisory Committees.

13. Committee Expenses and Cost Accounting.

An accounting of the expenses for operation of the AMWG shall be maintained by Reclamation. Expenses and other information will be submitted to GSA as required by FACA. Committee expenses are limited to approximately \$154,000 annually.

SUB-GROUPS

1. Formation. -The AMWG may form sub-groups in order to facilitate the mission of the AMWG as identified in the Act and the AMWG Charter. Sub-groups will be formed for completion of specific tasks or for specified periods of time. Sub-group members will be named by the members of the AMWG. Upon formation of a sub-group, the Chairperson of the AMWG, with the advice of AMWG members, will approve nominated members to serve on the sub-group. Effort shall be made to keep sub-groups small. Sub-group will be formed or dissolved by a vote of the AMWG.

2. Requirements. -Sub-groups may choose their chairman from the AMWG named group members. The chairperson of any sub-group may convene group meetings at their discretion. Sub-groups may develop their own operating procedures. Sub-group meetings must follow requirements of FACA, except they need not be chartered. The Glen Canyon Technical Work Group membership shall consist of one representative named from each organization represented in the AMWG, with the exception of two members from the National Park Service representing the Grand Canyon National Park and the Glen Canyon Recreational Area, and one representative from the US Geological Survey. The sub-group will elect its own officers. Names of sub-group members will be announced to the AMWG at regular meetings and will be attached to the minutes. Sub-group members may designate alternates subject to approval of the Designee and the AMWG.

3. Charge. -Subgroups will receive their charge from the AMWG. Subgroups will work only on issues that were assigned them by the AMWG. They should not have the ability to follow other issues on their own. They are encouraged to submit issues to the AMWG they feel worthy of consideration and discussion. The AMWG would need to approve work on new issues. The AMWG may require the sub-groups to develop plans and direct them to come to a consensus or majority opinion at their discretion. Sub-groups shall determine their own operating procedures.

4. Reporting. -Committees will report at least annually to the AMWG at the request of the Chairperson. Sub-groups shall report only to the AMWG. They shall provide information as necessary for preparing annual resource reports and other reports as required for the AMWG.

5. Ad Hoc Groups. Ad hoc groups shall consist of members of the sub-group only. These groups may meet to discuss assignments from the sub-group. Ad hoc meetings will not require federal register notices. Minutes are recommended but, not required. Ad hoc groups shall report only to the main body of the sub-group. On a case by case basis the AMWG will provide direction to the subgroups on the flexibility they have in forming Ad hoc groups.

Approved: _____
Chairperson

Date

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