

## **Final AMWG Operating Procedures.**

Some editorial revisions were made to the document as a result of comments from legal review. No changes were made which changed the content of the document.

GLEN CANYON DAM  
ADAPTIVE MANAGEMENT WORK GROUP  
OPERATING PROCEDURES

## 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 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 terminated or renewed by the Secretary of the Interior 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 City. 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 Chairperson will designate an alternate who is a member of the Department of the Interior. The Chairperson or designated alternate must be present before a meeting of the AMWG may convene. The Chairperson or his 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 years. Members may be re-designated to serve for more than one term.

4. Alternate Committee Members. Each AMWG member may designate an alternate to serve for the same term as the member. Alternates must be identified to the Chairperson in writing. If the alternate is to represent the member at any AMWG meeting, the member will so notify the chairperson 15 days prior to such meeting. Alternates must meet the same qualifications as the member. Alternates will have authority to participate in AMWG business, including quorum and voting privileges. Representation by an alternate does not satisfy the minimum personal attendance requirement of the member as described in the Charter. A list of members and alternates shall be maintained and made available to AMWG members.

5. Agenda. At least thirty 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 his or her motion. Motions may be made verbally or submitted in writing in advance of the meeting. Notice of motions to be made by any member of the AMWG should be announced in the Federal Register and presented on the agenda. Motions may be proposed by any 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 address 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 a vote is taken.

The group should attempt 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. The views of any dissenting member or minority group shall be transmitted to the Secretary along with the majority recommendation. 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 next subsequent meeting. The Secretary's Designee shall approve all minutes. The Bureau of Reclamation is responsible for recording and disseminating minutes to AMWG members within 60 days of the subject meeting.

9. Public Involvement. No later than fifteen days prior to each meeting of the AMWG or any subcommittee thereof, 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 relevant federal guidelines. Alternates representing the official committee member may also receive compensation for travel expenses.

11. Open/Closed Meetings. If any member proposes discussion of a sensitive issue felt to require a closed session, he or she 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. A closed executive session may 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.

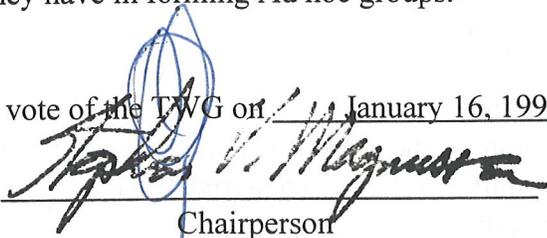
An accounting of the expenses for operation of the AMWG shall be maintained by Reclamation. Expenses and other information will be submitted to GSA as required by FACA. Committee expenses are limited to approximately \$154,000 annually.

## 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-groups will be formed or dissolved by a vote of the AMWG.
2. Requirements. -Sub-groups may choose their chairperson from among the AMWG named sub-group members. The chairperson of any sub-group may convene group meetings at his or her discretion. Sub-groups may develop their own operating procedures. Sub-group meetings must follow requirements of FACA, except they need not be chartered and members need not be appointed by the Secretary. One standing sub-group or subcommittee of the AMWG will be the Glen Canyon Technical Work Group (TWG). The TWG membership shall consist of one representative named from each organization represented in the AMWG, with the exception that 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. All sub-groups will elect their own officers. Names of all 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. -Sub-groups will receive their charges from the AMWG. Sub-groups will work only on issues assigned them by the AMWG. They will not be empowered to follow other issues on their own. They are encouraged to submit issues to the AMWG they feel worthy of consideration and discussion, but the AMWG must approve work on all 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, which must be reduced to writing and included with the AMWG and sub-group records.
4. Reporting. - Sub-groups 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.

Adopted by vote of the TWG on January 16, 1998 in Phoenix, Arizona.

Approved:

  
Chairperson

June 18, 1998

Date