GLEN CANYON DAM
TECHNICAL 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 and a Technical Work Group. To fulfill this requirement the Glen Canyon Adaptive Management Work Group (AMWG) was established. The AMWG held their first meeting on September 10-11, 1997 and officially formed the Glen Canyon Technical Work Group (TWG) as a subgroup. This group is comprised of technical representatives who represent the various stakeholders on the AMWG. The TWG shall perform those tasks charged to them by the AMWG. Additional responsibilities of the TWG are to develop criteria and standards for monitoring and research programs; provide periodic reviews and updates; develop resource management questions for the design of monitoring and research by the Grand Canyon Monitoring and Research Center; and provide information, as necessary, for preparing annual resource reports and other reports, as required, for the AMWG. The TWG shall comply with all regulations of the Sunshine Act and the Federal Advisory Committee Act pertaining to sub-committees. (See 41 CFR 101-6.10 Federal Advisory Committee Management). Staff resources for the TWG shall be provided by the Grand Canyon Monitoring and Research Center and Reclamation.

OPERATION

1. Meetings. - TWG meetings will be held quarterly or more frequently as required. Where possible meetings will be scheduled 2-3 months in advance. Information will be provided to all interested parties. The Bureau of Reclamation (Reclamation) will be responsible for submitting meeting notices to be published in the Federal Register 15 days prior to meetings. Federal register notices may provide information on up to 3 meetings at a time. The Chairperson will draft a reminder meeting notice to the TWG members and the staff will distribute it at least 10 days prior to the meeting. Meeting format will be in accordance with these Operating Procedures. Sixteen members must be present at any meeting of the AMWG to constitute a quorum.

2. Officers. - The TWG will elect its own officers. The Chairperson will be elected for a 1-year term and selected by a vote of the TWG. The elected chairperson shall have the option of appointing an alternate member to represent the stakeholder for the term of the chairperson, however, the stakeholder shall have only one vote. With the recommendation of the TWG, compensation for the

chairperson may be provided from Adaptive Management Program (AMP) funds. A Vice-chair will be selected to assist the Chairperson and will be an employee of Reclamation to ensure requirements of federal regulations are met and to provide assistance. Reclamation and GCMRC will provide staff and meeting resources. Reclamation shall be responsible for, and shall assure compliance with, the applicable federal regulations including those referenced above. The Chairperson shall be elected in the December meeting of the TWG or the meeting prior to the first calendar year meeting of the AMWG. The new Chairperson will take office at the first meeting of the TWG following the first meeting of the AMWG of the year.

Chair responsibilities:

Attend all TWG and AMWG meetings when possible.

Facilitate TWG meetings by leading discussions, arranging for an outside facilitator when required, and inviting input from TWG members, technical experts, and the public.

Organize or disband Ad Hoc task groups per TWG direction.

Ensure recognition of consensus or voting on decision items as appropriate, including development of minority opinion papers when consensus cannot be reached.

Present overview of TWG activities and recommendations at AMWG meetings.

Vice-Chair responsibilities include:

Attend all TWG and AMWG meetings when possible.

Assist the chairperson in facilitating the TWG meetings, ensuring that action items, responsible parties, and future agenda items are summarized and reviewed with the group by close of meeting.

Contact speakers, ad hoc committee chairpersons, and other contributors at least three weeks before the next TWG meeting to review assignments and determine how much time should be allotted for their presentations.

Prepare draft agenda for next meeting and provide review copies by E-mail to co-chairperson, GCMRC program managers, and speakers about three weeks before the next meeting. Finalize agenda and send to co-chairperson two weeks before meeting.

Track and coordinate contributions of products for TWG/AMWG review with stakeholders, GCMRC, ad hoc groups, and others.

Ensure complete meeting preparations (meeting room, motel, audio visual equipment, recording of minutes, etc.)

Review and distribute TWG products to AMWG.

3. Grand Canyon Monitoring and Research Center (GCMRC)

Develop GCMRC planning documents for TWG review.

Provide scientific opinions, documents, presentations, and reviews of TWG documents.

Develop research designs and proposals for implementing monitoring and research identified by the AMWG, including draft budget estimates.

Provide scientific information and updates to the TWG for all resources of concern identified in the EIS. Coordinate, prepare, and distribute technical reports and documentation for review and as final products.

Prepare and forward technical management recommendations and annual reports as specified in Section 1804 of the GCPA to the TWG.

4. Members. - The TWG 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 U.S. Geological Survey. The TWG organizational membership was nominated by the AMWG, with the USGS representative having been nominated by the Secretary's Designee. Members were selected by the respective organization's representatives. A list of TWG members will be distributed to the AMWG at regular meetings. TWG members may designate alternates.

5. Alternate Committee Members. Alternates shall be designated by TWG members. Members can designate an alternate for any TWG or Ad Hoc group meeting they will be unable to attend, or for which the alternate is better prepared to represent the organization's interests. Alternates shall sign-in on the attendance sheet noting that they are the alternate to the official member. The officially designated alternate, in the absence of the member, is allowed to fully participate and vote in TWG meetings without prior notification and be counted in the quorum.

6. Agenda. - Members, and others, requesting an item be added to the agenda should notify the Chairperson in writing (by mail, fax, or E-mail) at least 15 days prior to the meeting. The following information should be provided with each request: a discussion topic or title, the nature of the topic (e.g., sharing of information, discussion of an issue, or a proposed action), name(s) of the presenter(s), total amount of time required for presentation, and any other relevant points for meeting

planning. The agenda will be finalized when the schedule is filled or when the pre-meeting briefing documents are distributed. Requests received after the agenda is finalized may be considered under new business (time permitting), or may have to be postponed until a future meeting. An agenda will be prepared and approved by the Chairperson and forwarded to the TWG meeting recorder. The meeting recorder will distribute the final agenda (by e-mail and/or by other means) to the TWG members and others on the distribution list. Reclamation is responsible for compliance with federal regulations. Reclamation will include in the Federal Register Notice: meeting dates, times, location, and a list of meeting agenda items.

7. Guidelines for Discussions. - The following ground rules will guide all discussions while the meeting is in session: Members will endeavor to arrive, return from breaks, and depart the meeting on schedule. Any person needing to continue private discussions after the meeting has been called to order will take their business outside the conference room. Members, alternates, and visitors wishing to address the TWG will wait to be recognized by the Chairperson or designated discussion leader before speaking. Speakers will make their points succinctly and yield the floor to the next speaker, waiting to again be recognized for rebuttals. Comments are to be applicable to the motion and not repetitive to presentations, group discussion or other comments previously presented. Discussions of new or unrelated business will be postponed until the appointed time on the agenda.

8. Voting. - The maker of a motion must clearly and concisely state and explain their motion. Motions may be made verbally or submitted in writing in advance of the meeting. Motions may be proposed by a member in meetings where they are related to an agenda topic. After a motion and a second to the motion there shall be presentations by staff, where they are necessary or desired. Presentations shall be followed by discussion and a call for questions. The public will be given opportunity to comment during the question period as provided for in these operating procedures. Any member of the public who has asked to address the TWG, shall be provided a reasonable time to comment. The Chairperson may limit the total time allowed to the public for comments. Comments shall be applicable to the motion and not be repetitive of prior presentations, group discussions, or other comments. The motion shall be fully documented for the minutes and restated clearly by the Chairperson before seeking a determination of consensus or a vote is taken.
Consensus is the desired result. All reasonable efforts will be made to bring the group to a consensus decision or recommendation. If consensus cannot be achieved, a vote will be taken on motions and recommendations to be forwarded to the AMWG. Only members of the TWG or their alternate may vote. A majority recommendation will go forward along with a minority opinion report (containing the alternate recommendation and identification of who constitutes the minority). Ad hoc groups consisting of the dissenting members may be formed as needed to prepare minority opinions. Each appointed TWG representative is expected to explain and/or clarify issues to their respective AMWG member.

Recommendations to the TWG or AMWG will be summarized in report form, will contain relevant background material on the issues, and will include a brief summary of previous discussions related to the issue (e.g., ad hoc group or TWG discussions). Requests for actions associated with a briefing

document will be posed as a specific written recommendation that can be approved as written, approved with modification, or not approved. Reports and recommendations forwarded to the AMWG will be identified as having been approved through consensus of the entire TWG, except when a minority opinion is submitted to the Chairperson in writing prior to the agreed date for forwarding TWG recommendations to the AMWG (generally 60 days before the next AMWG meeting). Members subscribing to the minority opinion will be listed in the minority report, which shall follow the same format outlined above for the consensus or majority report. The TWG Chairperson may invite a representative of the minority group to present the minority opinion to the AMWG.

9. Ad Hoc Groups and Meetings. - Ad hoc groups can be formed by the TWG as needed with membership consisting of TWG members and alternates only. Groups may invite technical advisors outside the TWG membership to assist on some issues. These groups may meet to discuss assignments from the TWG. Ad hoc meetings will not require federal register notices. Minutes are recommended, but not required. Ad hoc groups shall report of their deliberations and findings to the TWG. Presentations of findings from Ad Hoc groups may be given by individual members of the group. Ad hoc groups shall report only to the main body of the TWG. The AMWG may provide direction to the TWG on the flexibility they have in forming ad hoc groups. Ad hoc groups shall be formed by the consensus or vote of the TWG and shall terminate as soon as the assigned task is completed.

10. Minutes, Reports, and Record Keeping. - Minutes will be recorded by TWG staff support from Reclamation. Minutes will address the key topics of the TWG meetings including proposals, motions, voting/approval of motions, majority/minority opinions, public comments, presentations, findings from ad hoc groups, and other pertinent information. Minutes will not be a complete transcript of the discussions. An audio tape recording of the meeting will be kept for each meeting. The corrections and adoption of the minutes will be reached by consensus of the TWG at the following meeting.

Minutes, attachments, agendas, and materials for upcoming TWG meetings will be distributed according to the schedule below:

A. Submittal of materials for upcoming TWG Meetings.

15 Business Days Prior to TWG Mtg:	Responsible Person	Submit To
• Agenda items	Committee Members	Chairman
• Materials for duplication & dist.	Committee Members	Staff

TWG members responsible for materials for an upcoming meeting shall forward them to the designated staff member in time to be included with the distribution which will occur 10 days prior to the meeting. Materials may be provided via e-mail or hard copy. Where copies of material are

not provided to the designated staff member in time for normal distribution, the person or organization will be responsible for making their own copies and bringing them to the meeting. They may either: (1) e-mail, fax or other means; (2) duplicate prior to and distribute at the meeting. Staff, members, and public providing materials for distribution at the meeting should bring at least 40 copies. Meeting documents distributed at the meeting are to be provided first to the meeting recorder, TWG members, and the GCMRC Chief. Copies of all handouts will be placed in a designated location for official visitors and the public. If action is anticipated to be taken on or as a result of that material, all reasonable effort will be made to provide those materials to the members in advance of the meeting. In the event materials are not provided in advance of the meeting, action on this topic may be delayed at the Chairperson's discretion. Individuals making presentations at TWG meetings shall notify TWG staff of any special audio visual equipment or supply needs at least two weeks before the meeting.

A mailing list containing members' mailing addresses, phone numbers, fax numbers, and E-mail addresses, as appropriate, will be maintained and distributed as needed. Updates will be prepared and the list re-distributed as appropriate. A copy of the roster of TWG members or alternates attending any meeting of the TWG shall be attached to the minutes, and shall include a list of all others in attendance.

B. Meeting material distribution to TWG members

10 Calendar Days Prior to TWG Meeting:	Responsible:
• Minutes and attachments from the previous meeting	Staff
• Agenda for the upcoming meeting	Staff
• Materials needed for the upcoming meeting	Staff

E-mail, regular mail, or other means shall be used for the distribution.

Reclamation will be responsible for reports and distribution of materials to AMWG, and providing copies of information to the Library of Congress. The TWG shall assist GCMRC in preparation of the draft Annual Report to Congress pursuant to the Grand Canyon Protection Act.

Minutes, documentation from meetings, and reports shall be made available to the public at the Library of Congress in Washington, D.C. and the Upper Colorado Regional Office of the Bureau of Reclamation in Salt Lake City, Utah.

11. Arranging meetings and other duties associated with operation of the TWG. - Where possible, meetings will be scheduled 2-3 months in advance. All meetings shall also have a Federal Register Notice published 15 days or more in advance of any meeting. Meeting locations will be determined by the group in a preceding meeting. The staff will arrange meeting rooms and audio visual

equipment, and block a number of hotel guest rooms. Meeting rooms will be arranged so that each of the 26 TWG members can be seated around the table. Alternates representing an absent TWG member should take their place at the table. Additional seating will be provided around the margin or rear of the room for alternates who are attending with the member, for official visitors and for the general public.

12. Public, Visitors, and Open and Closed Meetings. - All meetings are open to the public. It is not anticipated the group will require closed sessions unless a provision is made to do so. Only members of the TWG or their alternate may participate in discussions of the group. Appropriate staff of Reclamation and the GCMRC shall provide pertinent information from their organization to respond to questions or make presentations when approved by the group. The public will be allowed to comment after discussion of each agenda item requiring a decision of that group and at the end of the TWG meeting or as provided in the agenda. Each person will be given up to 10 minutes to address the TWG members at the time specified on the agenda for public comment. Greater consideration will be given to individuals submitting discussion issues and/or requesting time in advance of the meeting to the Chairperson. The Chairperson will control adherence to the time limit so the meeting is not unduly prolonged. Each speaker will be expected to provide their name and affiliation for the meeting minutes. The Chairperson will accept written comments from the public, and will allow their distribution if copies are available for all members (40 copies required). Written comments will be attached to the meeting minutes if they are identified with the name, address, and affiliation of the provider.

Adopted by vote of the TWG on _____, Phoenix, Arizona.

Approved: _____ 2 Mar 00
Chairperson Date

Updated: 3/4/00