

# **CHARTER FOR THE MONITORING COMMITTEE OF THE SOUTHWESTERN CROWN OF THE CONTINENT COLLABORATIVE**

Approved: September 13, 2010

## **Purpose**

The purpose of this charter is to describe the structure and function of the voluntary, collaborative organization, the Monitoring Committee of the Southwestern Crown of the Continent Collaborative Committee (or the SWCC Monitoring Committee).

## **Affiliation and Authority**

The SWCC Monitoring Committee is a subcommittee of the Southwestern Crown of the Continent Collaborative Committee (SWCC), a multi-party, voluntary organization that has been formed to assist the USDA Forest Service in the realization of restoration activities that occur as part of a nationwide innovative program authorized by the U.S. Congress and administered through the USDA Forest Service, the Collaborative Forest Landscape Restoration Project (CFLRP).

The SWCC Monitoring Committee possesses no formal decision-making authority in the management of National Forest lands or other lands in the Southwestern Crown of the Continent (SW Crown) project area. It serves in an independent advisory capacity to the SWCC, who in turn supports the Forest Service in the maintenance of positive relationships among agency staff, residents, and all public interests associated with the management of lands within the SW Crown area. The SWCC Monitoring Committee provides recommendations to the SWCC on issues and opportunities related to environmental monitoring, landscape change, and the consequences of planned treatments in the SW Crown landscape.

## **Goals**

The goals of the SWCC Monitoring Committee are fourfold:

- Learn about the effectiveness of treatments conducted within the SW Crown CFLRP area via the collection of information, the tracking of trends, and the analysis of effects that follow the identified ecological, economic, and social interests of the Forest Landscape Restoration Act and the SWCC's CFLRP proposal;
- Build citizen capacity for involvement in the management of all lands within the project area;
- Use the results of collected, tracked, and analyzed information to inform management on opportunities for future management; and
- Create opportunities for public learning about forest management.

## **Membership**

Membership on the SWCC Monitoring Committee is open to all citizens who desire to participate and support the goals of the Committee. Once an individual has attended two of the scheduled face-to-face meetings of the SWCC Monitoring Committee, they become a full, voting member of the Committee. New participants will be welcome to join the SWCC Monitoring Committee at any time. First- or second-time participants at meetings will be able to engage in all Committee activities and deliberations, but they will not be able to vote on recommendations until their third, face-to-face meeting.

## **Leadership**

There will be a single designated Chair of the SWCC Monitoring Committee approved by the decision process identified below. The term of the Chair will be one year, typically running from August 1 – July 31 of any year. The Chair will be responsible for convening meetings, providing oversight of Committee operations, and serve as a point of contact for communications. Other tasks and responsibilities may be assigned by the Chair or via the recommendation of the SWCC as a whole.

## **Decisions**

Many of the decisions made by the SWCC Monitoring Committee will be recommendations that may or may not be adopted by either the larger SWCC or the Forest Service. However, a formal decision process will be used to generate these recommendations.

The SWCC Monitoring Committee will make decisions by a consensus process that applies the widely-used “thumbs-up/thumbs-sideways/thumbs-down” signaling for levels of agreement. When all voting members have shown full support for a proposal (thumbs-up), or moderate support (thumbs-sideways), or any combination of full or moderate support, then a decision is taken. When one or more voting members of the Committee disapprove of a proposed decision (thumbs-down), a decision has not been made and additional discussion will be necessary. Those who disapprove of a decision will be required to identify the specific reasons for disapproval and provide an alternative course of action. The alternative course of action will be discussed by the Committee before and additional vote will be taken.

Decisions will be called for by the SWCC Monitoring Committee Chair. On some very straightforward, simple matters, the Chair may simply ask verbally for consensus, and if no objection is raised, a decision will be taken. Decisions of the SWCC Monitoring Committee will be recorded in the meeting minutes or proceedings.

## **Quorum**

At least 51% of voting members (those who have attended at least two previous meetings) must be present for a quorum to allow a decision to be made by the SWCC Monitoring Committee.

## **Record Keeping**

Communication functions will be the responsibility of the SWCC Monitoring Committee Chair or his/her designee. It is the intention of the Committee to make all its proceedings openly accessible to all interested parties.

Attendance at each meeting will be recorded by the designated record keeper for the meeting. Records of attendance will be brought to each meeting of the Committee.

Minutes (or proceedings) of each meeting shall be compiled and circulated to members at the first practical date after a meeting. Minutes from a prior meeting will be approved at the following SWCC Monitoring Committee meeting. Minor revisions to minutes prior to the next meeting may be made through independent contact with the Chair or the Chair's record-keeping designee, although any changes from original drafts may be subject to discussion from other committee members during the subsequent meeting where minutes are approved.

## **Dissolution**

The SWCC Monitoring Committee may at any time receive a call for dissolution from one of its voting members. The decision to dissolve the Committee will use the same consensus decision process as is used in all other decisions.