

**Southern Willamette Forest Collaborative
Recreation Committee
Charter**

Adopted November 2018

This charter serves to guide operations of the SWFC Recreation Committee (Rec Committee). The Rec Committee is a voluntary, private initiative, not convened or managed by the Forest Service. This charter clarifies the roles of participants in the Rec Committee. The charter may be modified by consensus of Committee members during any of the Committee's meetings to respond to conditions that arise during the period of its operation.

Association with the Southern Willamette Forest Collaborative

The Rec Committee is a group of volunteers participating in a multi-party effort to create a vision for recreation in the upper Willamette area. The Rec Committee was established by the Southern Willamette Forest Collaborative (SWFC) and operates consistent with the SWFC mission to "promote forest management solutions that sustain ecological resiliency and socioeconomic health for the southern Willamette forest area and nearby communities." The Rec Committee's decisions are not subject to approval and/or amendment by the SWFC Board of Directors.

Recreation Committee Mission

Cooperatively promote recreation activities and management solutions that sustain ecological resiliency and socioeconomic health for the southern Willamette forest area and nearby communities.

Goals and Objectives

The Rec Committee will work to fulfill the following objectives while developing and implementing a shared vision of recreation in the upper Willamette area and the Middle Fork District:

1. Provide recommendations for Forest Service recreation management
2. Seek out common ground and zones of agreement
3. Inventory recreation user types, uses, volunteers and investments
4. Identify overused, underused, and best uses for recreation areas
5. Work across private/public boundaries to improve recreation access and experiences and connect communities
6. Identify opportunities to leverage funds to support recreation projects
7. Serve as an advocate for recreation in the Upper Willamette area
8. Provide educational opportunities about recreation in the area and partner work
9. Serve as an information resource and knowledge base for each other and the public and identify information gaps

Membership

1. Membership on the Rec Committee is open to any and all interested stakeholders and community members who support the purpose of this charter and the SWFC mission. The process for becoming a Rec Committee member is to:
 - a. Sign on to the Rec Committee charter, mission and ground rules
 - b. Sign on to Rec Committee Zones of Agreement as they are developed
2. Any Rec Committee member or organization who misses three consecutive roundtable meetings without notification to the facilitator shall be subject to removal from the Rec Committee by a consensus of the Rec Committee members.
3. Employees of the Forest Service serve as liaisons and may not vote as members of the Rec Committee.
4. Organizations and individuals may choose to participate as non-voting *ad hoc* members
5. Members of the Rec Committee are responsible for reviewing the notes from each meeting for accuracy and to stay informed about decisions and discussions.
6. At the discretion of the Rec Committee, any Rec Committee member may assume other roles during the course of its operations. These roles may be as members or chairs of subcommittees or as leaders of specific tasks, such as information gathering, as designated by the Rec Committee.

Decision Making

1. **Consensus.** The Rec Committee shall strive to make decisions by consensus agreement.
 - a. The Rec Committee reaches **consensus** when members in attendance agree on a choice and each member can say:
 - i. I believe that others understand my point of view
 - ii. I believe I understand others' point of view
 - iii. Whether or not I prefer this decision, I support it (will not undermine it) because it was arrived at openly and fairly and is the best solution for us at this time
 - b. In the absence of consensus the Rec Committee will identify areas of agreement and disagreement and the reasons why differences exist.
2. **Majority recommendation with minority report.** If agreement cannot be reached a separate set of recommendations can be recorded through a minority report.
 - a. The minority report is drafted by members who represent the minority perspective. The members will be asked to prepare language reflecting their views, the language should clearly identify the issues and alternative recommendations.
3. **Voting Methods:**
 - a. Individual members can vote.
 - b. Decisions will be made via consensus agreement.
 - c. A minority report option can be triggered when 75% of members in attendance agree that a majority/minority report is needed.

- d. If there is going to be a key vote (as determined by the Rec Committee members present at the prior meeting), the matter should be made known to members before the meeting where the vote will occur, and the facilitator will make a good faith effort to notify all members. Proxies are allowed but require notification of the facilitator.

Operations

Meetings

1. The Rec Committee meetings will occur monthly on the last Thursday of the month unless otherwise agreed to by the committee.
2. Meetings will be facilitated by the SWFC Coordinator or other mutually agreed to facilitator.
3. A quorum (50% + 1 of all voting members) is not necessary for meetings to occur or for Rec Committee operations to proceed.
4. The Rec Committee may establish subcommittees and working groups as needed.
5. The public is welcome to attend any meeting of the Rec Committee. The facilitator may provide time during the meeting for non-committee members to comment or address the Rec Committee.
6. Any Rec Committee member may invite a member of the public or a representative of an organization to give a presentation to the Rec Committee by notifying the facilitator ahead of time.

Ground Rules

1. Every member agrees to abide by the following SWFC ground rules to participate as a member:
 - a. We recognize that the best outcome depends upon cooperation and collaboration by all entities at the table. This means GENUINELY welcoming all willing participants to the table.
 - b. We commit to openly communicate ideas, potential contributions, and concerns, and also commit to engage in respectful, active listening to each other.
 - c. We are willing to creatively explore solutions.
 - d. We recognize that we each have a unique perspective and contribution to make, whether it is expertise, labor, money, in-kind services, etc.
 - e. We agree to focus on taking specific, concrete steps towards long-term, systematic outcomes.
 - f. We recognize that we must endeavor to involve any person or group who could influence our ability to achieve our goals.
 - g. If we, individually, are unable to make a commitment for our organization, we will work to identify the person that can and determine if the commitment is possible.

- h. We commit to building trust by doing what we say we will do.
 - i. When possible, we agree to notify each other before taking outside actions that might impact the process. (This does not mean that we will provide information that it would be inappropriate to share in a public venue.)
2. If a conflict arises among Rec Committee members, the facilitator or SWFC board of directors shall be notified. The issue shall be raised with the full Rec Committee if the SWFC directors or facilitator cannot resolve the conflict.

Recommendations

1. Rec Committee recommendations to the Forest Service will be submitted by the SWFC in writing, which may be assisted by the facilitator or SWFC representative.
2. Recommendations from the Rec Committee subcommittee or working group will be submitted to the full Rec Committee for discussion/consideration, and will be open for revision until approved at a regular Rec Committee meeting.
3. Subcommittee and working group members are encouraged to make independent suggestions to the full Rec Committee or submit other independent ideas as the need arises.

Dissolution and Duration

The Rec Committee may dissolve at any time upon an agreed resolution for dissolution at a Rec Committee meeting. Dissolution will not occur before the resolution has been brought before the SWFC Board of Directors for discussion and feedback. Dissolution requires a simple majority vote, not consensus.

Conflict of Interest

If any member of the of the Rec Committee or any of its subcommittees has a direct or indirect financial, organizational or personal interest, in any contract relating to the SWFC's or committee operations, or in any contract for furnishing services or supplies to it, or on- going litigation in a project proposed through the Recreation collaborative process said member shall fully disclose this fact to the full body of which she/he is a member. Upon such disclosure the member's vote shall not be counted during a decision on the matter/issue.

Amendments

This charter may be revised at any time by consensus of the Rec Committee members.