

# Eagle River – Community Water Plan Stakeholder Group Protocols

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## **Purpose**

The purpose of the Eagle River Community Water Plan Stakeholder Group is to provide input and guidance on the Eagle River Community Water Plan.

## **Membership**

Participation in the **Eagle River Community Water Plan Stakeholder Group** is open to anyone who is interested in the future of the river and committed to regular and active participation in meetings. If a member is unable to attend a meeting, they may ask that someone else attend to keep the member up-to-date on the progress of the group. Those alternate participants are responsible for learning about what has happened in previous meetings so that the rest of the group does not have to revisit previously discussed matters.

A subset of stakeholders, **called Technical/Core Group**, will be responsible for consistently attending monthly meetings and making decisions on technical matters to ensure continued direction and momentum for the technical contractor. Members of the Technical/Core Group represent entities with a strong interest in technical issues; membership in this group is voluntary, though the Eagle River Watershed Council may request specific entities participate in this group to ensure a broad range of perspectives is driving the technical work. The Technical/Core Group will regularly update and seek guidance as necessary from the full Stakeholder Group at quarterly meetings.

The **Community Engagement Committee** is responsible for providing advice and support to the facilitation team regarding planning and implementation of the Community Engagement Plan and the associated community engagement events. Participation in this group is voluntary. The Community Engagement Committee will meet as needed and provide reports and/or solicit input from the full Stakeholder Group at quarterly meetings.

## **Primary Driver of Group Discussion Topics**

The discussions of the Eagle River Community Water Plan Stakeholder Group are driven by the Scope of Work submitted to the Colorado Water Conservation Board and Colorado Basin Roundtable. Other topics may be discussed at the discretion of the group. Occasionally, group members may bring items to discuss that are not necessarily of interest to each member's organization; when this happens, group members are encouraged to be collaborative and patient.

## **Subcommittees**

Subcommittees may be formed for information gathering or working purposes. Subcommittees do not have decision-making authority and will not finalize any decisions on behalf of the larger group. Anything discussed by a subcommittee will be brought to the full group for final approval.

## **Decision Making**

The Eagle River Community Water Plan Stakeholder Group and its committees and task groups will operate under consensus, with majoritarian voting as a back-up if agreement cannot be reached and the technical team requires direction.

The Eagle River Community Water Plan Stakeholder Group agrees that:

- Consensus is both a process and an outcome. During the consensus-building process, it is the job of the Stakeholder Group members to help each other reach an agreement that everyone can live with.
- It is not the function of the facilitator to force the group to reach agreement.

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- If one member of the group does not agree with specific components of a recommendation, their disagreement will be documented in the recommendations.
- When possible, decision points will be set beforehand, so that group members can consult with their colleagues or constituents about the different options.

If voting is required, a 2/3 majority of members present will be required to provide direction to the technical team.

### **Public Meetings**

Meeting information will be posted to the ERWC website, and regular calendar items could be submitted to the Vail Daily. Additionally, stakeholders are welcome to publicly share meeting announcements.

### **Documentation**

Peak Facilitation Group will provide detailed, non-attributory meeting summaries for each meeting. Group decisions will be clear, and action items will be listed at the top of each meeting summary. All participants will have a chance to review and edit these meeting summaries before they are finalized. Stakeholder Group members may distribute final meeting summaries as they see fit, but draft documents are for Stakeholder Group members only.

### **Media Interaction**

Eagle River Community Water Plan Stakeholder Group members may talk to the media and are also encouraged to refer media representatives to the public meeting agendas and meeting summaries. Stakeholder Group members will only speak for themselves and their respective entities, not for other members of the group or for the group as a whole. General media inquiries can be referred to Holly Loff.

### **Stakeholder Group Responsibilities and Behavioral Norms**

Eagle River Community Water Plan Stakeholder Group members will:

- Abide by these protocols, and allow the facilitator to enforce them if necessary.
- Engage in meaningful and productive dialogue.
- Actively participate.
- Focus on the discussion at hand and avoid side conversations.
- Speak up if in opposition to a proposal.
- Provide an explanation for all objections.
- Avoid destructive language and personal attacks.
- Read materials prior to meetings and come prepared.
- Be or become knowledgeable about the issue at hand.
- Proactively work to keep constituents, colleagues, and managers informed about the group.
- Avoid surprises.
- Characterize your own needs, desires, and interests; let others do the same.
- Disclose conflicts of interest.
- Respect the time of the group; speak briefly and on-topic.
- Learn from the past, but let it go; work for the future.

### **Facilitator Responsibilities:**

The facilitator is responsible for:

- Logistics.

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- Facilitating meetings to be on point, productive, and on time.
- Enforcing protocols.
- Fair and equal treatment of all participants.
- Maintaining confidentiality of any discussions that are requested to be confidential.
- Documentation based on non-attribution.
- Making a best effort to incorporate all suggestions for change into draft documents or explaining why suggestions were not incorporated.

### **Ground Rules for Discussion**

- Talk about what you think and know; let others do the same.
- Do not assume what is in the hearts and minds of anyone else.
- Share the reasoning behind your statements. (Why do you think what you think?)
- Be respectful, both to each other and to people who are not in the room to defend themselves. Honor the time of the group.
- Participate in the discussion and be brief when you speak.