

Mountainair Collaborative Operating Principles

Overview

These operating principles establish membership, governance and communication procedures for the Mountainair Collaborative, and norms for meetings and decisionmaking.

The Mountainair Collaborative is an informal association of interested parties formed to discuss issues and make recommendations to the Mountainair District Ranger and the Cibola National Forest that enhance the well-being of the national forest and nearby communities and landscapes.

Vision of the Mountainair Collaborative

The Mountainair Collaborative envisions that the landscape of the Mountainair Ranger District and nearby communities will be prosperous, healthy, resilient and sustainable. As stewards of this landscape, the Mountainair Collaborative seeks to promote ecological, social, cultural and economic values.

Purpose of the Mountainair Collaborative

The purpose of the Mountainair Collaborative is to build and sustain relationships that draw together diverse perspectives to identify and address issues and to form a foundation for collaborative action. We do this by bringing together groups with interests and stakes in the landscape and communities on and near the Mountainair Ranger District, to share knowledge and provide input to the District on management decisions.

Structure of the Mountainair Collaborative

The Mountainair Collaborative is an informal association consisting of organizations who are **partners** in the Collaborative. Each partnering organization is represented by one individual at meetings of the Collaborative. The partner determines who will be the **representative** at each meeting. The representative speaks on behalf of the partnering organization.

Initial partners in the Mountainair Collaborative include the organizations that participated in the Cibola National Forest Plan Revision Landscape Team for the Mountainair Ranger District and other organizations that participated in the development of the Mountainair Collaborative. The Collaborative can add new partners, using these criteria: Partners must be organizations that agree to support the vision and purpose of the Mountainair Collaborative and must have a reasonable and expressed interest in the Mountainair Ranger District and surrounding areas. Any organization that meets these criteria can apply to join the Mountainair Collaborative by submitting a letter to the facilitator, and their membership will be determined by the Collaborative on a case-by-case basis.

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The Mountainair Collaborative also maintains a **contact list** of partners and parties who have expressed an interest in the work of the Collaborative. Periodic email announcements will go out to the contact list. Any individual can sign up to be included on the contact list.

Regular meetings of the Mountainair Collaborative will occur quarterly. Special meetings may be called by the facilitator to address issues requiring deliberation or action that cannot wait until the next regular meeting. Partner requests for special meetings will be submitted to the facilitator, who will schedule and announce the meeting.

Meetings of the Mountainair Collaborative are directed by a **facilitator**, who determines the agenda and manages the progress of the meeting. Anyone can attend a meeting, including multiple members of a partner organization, and can participate in discussions. The facilitator shall ensure that representatives of the partner organizations have preference in speaking during discussions. Each meeting will include a period of time for non-partner members of the public who are in attendance to raise issues and, if appropriate, discuss these issues.

As needed, the Mountainair Collaborative can form an **ad hoc committee** to address any issue before the Collaborative. An ad hoc committee determines its own means of operation, and reports back to the Collaborative. Anyone, including members of the public, can observe the meetings of ad hoc committees, and can participate in the meetings if the committee determines this is appropriate.

Communications

Communications are fundamental to the organization of the Mountainair Collaborative.

Regular and special meetings of the Mountainair Collaborative will be the primary venue for sharing information and making decisions. Partners, contacts, and participants in meetings of the Mountainair Collaborative agree to engage with others in a manner that is respectful, and consent to the facilitator's decisions in managing the flow of the meeting. Meeting ground rules are in Appendix A.

Each meeting will be announced in advance, and an agenda will be made available. Meeting notes will be kept and will be sent to the contact list following each meeting. The facilitator is responsible for ensuring a meeting announcement and agenda are distributed prior to the meeting, and that notes are distributed following the meeting.

The e-mail contact list will be used as the primary means of distributing information pertinent to the operation of the Mountainair Collaborative to partners and contacts.

The Mountainair Collaborative will maintain a website, which will be used to communicate information about the activities of the Collaborative and will also include an archive of meeting agendas and notes, as well as other documents of the Mountainair Collaborative.

The Mountainair Collaborative will maintain communications with the Cibola Shared Stewardship Collaborative and with the collaborative groups for the Mt. Taylor, Sandia and

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Magdalena Ranger Districts, as well as other regional and statewide collaborative organizations. Meeting agendas and notes will be sent to each collaborative organization with which the Mountainair Collaborative maintains regular communications.

Partner organizations are authorized to use the Mountainair Collaborative name in their own publicity, as well as fundraising related to the purposes of the Mountainair Collaborative. Partners should notify the facilitator when using the Mountainair Collaborative name, but do not have to seek permission from the facilitator nor the Collaborative to use the name for responsible purposes.

Correspondence issued on behalf of the Collaborative will be signed by the facilitator.

Governance and Decisionmaking

All business will be conducted during the Collaborative's regular or special meetings, or in meetings of ad hoc committees formed by the Collaborative.

Mountainair Collaborative partners are voting members of the collaborative. One partner representative is designated by the partner organization at each meeting. Only the designated partner representative may vote on matters brought before the collaborative.

Matters requiring a vote will be placed on the meeting agenda. Items requiring a vote that arise during meeting discussions will be scheduled for a vote at a future regular or special meeting, as appropriate. Partner representatives will be provided a reasonable amount of time to obtain guidance or approval from the organization they represent.

Decisions will be made by consensus. Consensus has been reached when all partner representatives agree they can accept what is proposed and after every effort has been made to meet the interests of all partners. Consensus decisions will be documented in the minutes and in correspondence, as appropriate.

If consensus on an issue cannot be reached, the matter may be tabled and an ad hoc committee formed to discuss the issue and find a resolution to bring back to the collaborative for a vote. If an ad hoc committee cannot resolve an issue or a consensus decision or recommendation cannot be achieved after final deliberation among partner representatives, divergence will be presented through a majority and minority view. The views and reasons for the divergence will be documented in the minutes and other correspondence, as appropriate.

Amending the Operating Principles

These operating principles can be modified, as needed, with consensus agreement by the Mountainair Collaborative.

Adopted March 20, 2018.