

East Cascades Recreation Partnership: Operations Plan

Draft 10/7/2019

Purpose

The East Cascades Recreation Partnership (ECRP) represents Kittitas County's motorized and non-motorized recreation users and managers of lands open to public recreation to engage, coordinate, educate, and collaborate with each other and to develop, support, fund, and implement recreation projects across all lands open to the public in Kittitas County.

Organization Structure

The ECPR is comprised of a Recreation Forum and Land Management Consortium.

The Recreation Forum actively seeks to involve all recreation user groups in the County including;

- Outfitter/Guides
- Outdoor Recreation Businesses
- Mountain Biking
- Non-Motorized Winter Recreation
- Motorized Recreation
- Fishing
- Hunting
- Non-motorized boating
- Motorized boating
- Birding
- Hiking
- Horseback Riding

The ECRP Recreation Forum will be facilitated by a staff member of the Kittitas Stewardship Foundation. The Recreation Forum will appoint a chair, co-chair, and secretary to serve a term of one year.

The Land Management Consortium actively involves a representative from each of the major land managers in Kittitas County;

- The Nature Conservancy
- WA Department of Natural Resources
- Yakama Nation

- USFS Cle Elum Ranger District
- WA Department of Fish and Wildlife
- Washington State Parks
- US Bureau of Land Management
- Kittitas County

Roles

ECRP Coordinator and Facilitator

- a. Organizes and facilitates monthly meetings (arrange date, time, location, agenda, guest presenters)
- b. Organizes sub-committee meetings; attends when needed; monitors sub-committees progress
- c. Monitors project schedules and timelines
- d. Ensures participants adhere to ground rules
- e. Ensures opportunity for forum members to participate fully
- f. Acts as liaison between the Recreation Forum and Land Management Consortium
- g. Ensure appropriate Land Management Consortium member involvement at monthly meetings
- h. Responsible for organizing field trips
- i. Prepares press releases
- j. Responsible for maintaining and building membership and expanding diversity of membership when needed
- k. Tracks voting and non-voting membership status
- l. Acts as official ECRP contact; prepares and responds to official correspondence
- m. Serves as non-voting member; remains neutral; applies Operations Plan policies to meeting activities
- n. Responsible for maintaining the ECRP email lists and website

Recreation Forum

A) Full Group

The full ECRP Recreation Forum includes all voting and non-voting members of the forum. Their responsibilities include participation in meetings and committees, overall collaborative decision-making (voting members), and defining strategic priorities. Voting members participate in forum meetings regularly and are well informed of discussion topics. Non-voting members attend meetings periodically but are welcome to participate fully without voting.

Members of the public are welcome to attend ECRP Recreation Forum meetings, but we ask that new participants;

- Listen
- Share experience or expertise
- Participate respectfully and appropriately
- Make efforts to be informed of the ECRP's previous actions and discussion
- Identify themselves and their interests in the ECRP

B) Sub-Committees

The project committees will focus on projects approved by the full group and will provide updates of progress regularly. Project committees will strive to have a diversity of members participate. Sub-committees may involve a mix of both voting and non-voting forum members, but at least one voting member must participate.

C) Voting Members

1. Sign the ECRP Recreation Forum Charter
2. Agree to operate under the guidelines outlined in this Operation Plan
3. Participate actively to vote:
 - a. Individuals and organizations are considered voting members in a given meeting if they have attended two of the three preceding meetings and are knowledgeable of the subject voted upon. A designated proxy may be provided for the voting member.
 - b. Charter members have one vote; designated organizational member or the proxy must be knowledgeable of issue to vote and the organization represented at two of the three preceding meetings.
 - c. Electronic voting is acceptable.
 - d. Remote attendance via video or tele-conferencing is considered acceptable attendance.
4. Be well informed of ECRP's activities.
5. Provide input from each individual's constituency.
6. Provide ideas or initiatives.
7. Provide technical resources.
8. Work towards common ground.
9. Make decisions.
10. Communicate with each other regularly.
11. Don't opt out silently (i.e. voice concerns)
12. Provide local knowledge.

D) Land Management Consortium

1. Sign the ECRP Land Manager MOU.
2. Agree to operate under the guidelines outlined in this Operation Plan
3. Each major land managers in Kittitas County provides a non-voting primary and secondary staff member that represents their agency.

4. Provides open communication and learning with the Recreation Forum.
5. Actively engages the Recreation Forum in recreation planning processes.
6. Actively engages with other agencies to coordinate recreation planning and projects.

Guiding Principles

The work of the ECRP is guided by the following principles:

- **Access for all.**
 - The ECRP works to further sustainable recreation opportunities for everyone who seeks an outdoor experience.
- **Watershed health and resilience.**
 - The ECRP promotes sustainable recreation opportunities that maintain and enhance watershed health and resilience, recognizing that a healthy watershed supports thriving communities.
- **Connectivity.**
 - The ECRP works to ensure connectivity of recreational experiences across the landscape.
- **Driver.**
 - The ECRP seeks to be a driver of community dialogue and conversation across communities in and surrounding Kittitas County.
- **Shared stewardship.**
 - The ECRP embraces the power of citizen engagement and involvement in managing and stewarding our public lands and recreational experiences.
- **Heritage and cultural identity.**
 - The ECRP acknowledges the importance of traditional access, resource uses and cultural practices, as well as historic ties with the landscape that sustain and define regional identity and connection to the region.

Communication

Discussion Guidelines

- Listen actively
- Be curious: suspend judgment and consider others' perspectives and ideas. Keep an open mind.
- Be present and engaged: silence phone.
- Focus on finding solutions: concentrate on interests, not positions.
- Be civil. OK to critique ideas, not individuals.
- Stay on topic and follow the agenda.
- Respect time limits.
- Accept ambiguity at times.

- Add a little humor when appropriate.

Record Keeping

- Meeting notes will be taken at each meeting and shared with members who are on the listserve.
- Meeting notes from the prior meeting will be reviewed at the beginning of the next meeting and any issues (clarifications) or errors will be discussed and approved.
- Meetings may be electronically recorded.

Decision Making

- A modified version of Robert's Rules will be used in decision-making.
- **Setting a motion:** a motion can be made by a voting member who has obtained the floor. The motion will be seconded by a voting member and the coordinator will re-state the motion. Discussion will follow. Meeting participants will be asked to indicate their support by show of hand or verbal confirmation.
- **Amending a motion:** a voting member states the new thought for the amendment; the coordinator re-iterates the amendment. The amendment is voted on. If there is agreement to the amendment, the original motion with the amendment is stated by the coordinator and voted on.
- **Definition of quorum:** in order to vote on a project or proposal, two thirds of voting members must be present to create a quorum. Voting members may participate via video, tele-conference or electronically.
- The goal of the ECRP Recreation Forum is to reach consensus. If consensus is not reached, the forum will make decisions by modified consensus. Modified consensus is defined as decisions that all parties can support, or at a minimum, agree to live with. If the voting members are unable to reach consensus, areas of agreement and disagreement will be recorded in writing.
- Each voting member has the ability to disagree with elements of decisions as they are being developed, but must offer a constructive alternative that seeks to meet the needs of all participants involved. We will continue to use constructive input to get consensus that all can live with.
- If an individual is not able to support the decision in public, then we will ask:
 - What will it take to gain your support?
 - What can we expect from you in public?
 - Is there a way to modify the proposal to gain consensus?

- Will you actively work against the decision or acquiesce to the decision of the group?

Meetings

- As a general rule, ECRP meetings will be scheduled the WHEN?
- Meetings will be announced via email and available on the ECRP websites.
- Meeting agendas will be sent approximately one week prior to the meeting to allow for group input and suggestions.

ECRP Recreation Forum Member Charter

Draft 10/7/2019

I have read and understand the Operations Manual for the East Cascade Recreation Partnership (ECRP) and agree to adhere to the parameters set forth in it. Further, I agree to work with other members of the forum in a positive manner and strive to advance sustainable recreation in Kittitas County.

Each individual may choose to designate a proxy that can vote for them when they are not able to attend in person. Each Recreation Forum Member agrees to serve on the Recreation Forum for a term of one year. If a position is vacated or at the conclusion of a term, the Forum Members will nominate and vote on a replacement.

2019 Recreation Forum Membership

Affiliation Represented	Name	Title	Date	Signature
Outfitters/Guides	Main: _____ Proxy: _____			
Outdoor Recreation Businesses	Main: _____ Proxy: _____			
Mountain Biking	Main: _____ Proxy: _____			
Non-Motorized Winter Recreation	Main: _____ Proxy: _____			

Motorized Winter Recreation	Main: _____ Proxy: _____			
Motorized Recreation	Main: _____ Proxy: _____			
Fishing	Main: _____ Proxy: _____			
Hunting	Main: _____ Proxy: _____			
Non-Motorized Boating	Main: _____ Proxy: _____			
Motorized Boating	Main: _____ Proxy: _____			

Birding	Main: _____ Proxy: _____			
Hiking	Main: _____ Proxy: _____			
Horseback Riding	Main: _____ Proxy: _____			

ECRP Land Management Consortium MOU