



Routt Recreation Roundtable Charter

Approved by the Steering Committee May 3, 2019

Introduction

Locals and visitors alike are drawn to Routt County, Colorado for its natural surroundings and recreational opportunities. Recreation helps drive the economy and improve the lifestyle of those who live in and visit this mountain community. However, with demand for outdoor access and trails ever increasing, there is a need to coordinate thoughtful planning and decision-making regarding the myriad recreational development opportunities that are responding to the increase in demand. These opportunities should be explored in the interest of enhancing enjoyment, mitigating user conflicts, and reducing or eliminating long-term environmental impacts.

There are many exceptional agencies and programs that manage recreational opportunities in Routt County and work to protect the environment. These entities often undertake planning and policy making processes. These processes often need, and sometimes require, public input. The Routt Recreation Roundtable is developed and designed to be a diverse representative body that is poised to deliver non-binding input and recommendations to these planning and policy making processes and entities.

This Charter outlines the purpose, scope and foundational principles of the Routt Recreation Roundtable along with its ground rules, governance structure, and media protocols.

Purpose

The Routt Recreation Roundtable is convened to provide non-binding insights and recommendations to land managers engaged in recreational planning processes and/or recreational policy decisions in Routt County. The community forum will represent stakeholders and agencies and work to develop a collaborative environment for information sharing and understanding, deliberation and consensus-building.

Scope

The Routt Recreation Roundtable's primary scope is defined as follows:

- *Issues:* Recreation
- *Geography:* Routt County and adjacent lands that have a bearing on Routt County
- *Stakeholders:* Recreation user groups; agriculture; economic development interests; wildlife and environmental advocates; local, state and federal agencies

Foundational Principles

The Roundtable is founded upon the following principles for membership and collaborative engagement on issues related to recreation in Routt County.

Members of the Roundtable:

1. Recognize that recreation and the related economic development are important to Routt County locals and visitors.
2. Recognize that any new recreational opportunities need to mitigate user conflicts and reduce or eliminate long-term environmental impacts.
3. Commit to understanding factors related to potential human and environmental impacts with the intent to improve the current situation.
4. Commit to understanding each other's interests, respecting that interests can be divergent, and working toward solutions that value these various interests, including those related to environmental, social, and economic viability.
5. Commit to utilizing sound science and evidence in discussions.
6. Commit to an outcomes-based approach and promoting implementation of shared solutions.
7. Recognize that full agreement on all issues is not necessary to pursue specific opportunities for collaboration on certain issues.
8. Recognize that there is value to land managements and decision-makers in hearing diverse perspectives, even when consensus cannot be reached.
9. Recognize the value of building upon and collaborating with existing efforts addressing recreational issues in Routt County.

Ground Rules

The following ground rules encourage productive and collaborative deliberation. All Roundtable members will agree to follow them and give facilitators authority to enforce them:

- **GOOD FAITH:** Act in good faith in all aspects of group deliberations with the intent to promote joint problem solving, collaboration, and collective, common-ground solutions.
- **OWNERSHIP:** Take ownership in the outcomes and the success of the process.
- **FOCUS:** Maintain focus on the process scope and meeting objectives; stick to the agenda item being discussed.
- **DECISION-MAKING:** The facilitator will help the group to uncover and discuss interests and, where applicable, work to find consensus recommendations that everyone can live with. Where consensus does not exist, facilitators will capture the range of opinions on issues and recommendations where consensus cannot be reached. This process is not a substitute for public comment in the NEPA process, nor is it a Federal Advisory Committee under the Federal Advisory Committee Act (FACA).

- **LISTENING and PHONES:** Listen to each speaker rather than preparing your response; no interruptions; refrain from use of smart phones and other technologies.
- **PARTICIPATION:** Participate actively, speak briefly, and agree succinctly.
- **RESPECT:** Disagree judiciously and without being disagreeable; do not engage in personal attacks; in all contexts, refrain from behavior that denigrates other participants or is disruptive to the work of the group.
- **PREPAREDNESS AND COMMITMENT:** Prepare for and attend each session and get up to speed if you missed a meeting.
- **REPRESENTATION AT THE DISCUSSION TABLE:** Participation in discussions is by invitation, with intent to include a variety of interests and perspectives. The roundtable discussions are open to public observation and may include written and/or verbal opportunities for the public to provide comment when deemed necessary or appropriate.
- **REPORTING:** Facilitators will prepare detailed summaries of each meeting. A final report will capture key interests, proposed solutions, consensus where applicable, and the range of perspectives where consensus does not exist. Summaries and report will not attribute specific concepts or perspectives to individuals or organizations unless those individuals/organizations presented as a formal item on the agenda.
- **DISCRETION:** To enable collaborative problem-solving, use discretion when externally characterizing or commenting on discussions or issues.
- **FACILITATION AND CONFLICT RESOLUTION:** Let the facilitator facilitate; allow them to enforce the ground rules and engage them with any concerns.

Structure and Governance

There are three levels of structure within the Routt Recreation Roundtable. The Roundtable is the primary body and is made up of representatives from user groups and other interests. The Steering Committee is the primary administrator, and decision-making body of the Routt Recreation Roundtable and is made up of the land management agencies that enact plans and policies related to recreation in Routt County. Discussion Groups can also be created to address specific issues that need more in-depth discussions and are convened with a higher frequency of meetings for a defined time period.

➤ ***Roundtable***

Overview: The Roundtable includes organizations and individuals interested in working collaboratively to advance the purpose of the Roundtable. Members will discuss, deliberate and to the extent possible, work to develop consensus-based recommendations regarding specific recreational issues. These will be provided to the planning or policy-making body responsible for the given issue. The Roundtable as a whole will abide by the foundational principles, ground rules and media protocols found in this Charter.

Roles and responsibilities; decision-making: Decision-making roles of Roundtable members include the development of non-binding advice and recommendations regarding recreational issues in Routt County. This is a non-voting Roundtable. Issues to be discussed may be suggested to the Steering Committee for inclusion on the agenda of a future Roundtable meeting.

Conditions of membership: Roundtable members must comply with the conditions of membership set forth in this Charter. Roundtable members are required to complete and provide to the Steering Committee an application form. Members shall be appointed for a two-year term and may be re-appointed up to three times for a total of 6 years. Members shall make every effort to attend all

meetings and will provide the Steering Committee with advanced written notice via email if consecutive meetings will be missed.

Adding new member seats: New member seats will be added if new user groups or unrepresented interests express a need to join the Roundtable. New seats will be added upon review and approval of the Steering Committee. New seats may be immediately filled via the application process. New members must comply with the conditions of membership set forth in this Charter and must also agree to honor Roundtable agreements made prior to their membership; requests for membership must be submitted in writing.

Meetings: Roundtable meetings will be scheduled on a regular basis with guidance from the Steering Committee. It is anticipated that the Roundtable will initially meet monthly followed thereafter by quarterly meetings. All meetings will be attended in-person.

Representation:

The Roundtable will include one seat each for the 17 user groups and interests listed below, as well as five ‘at-large’ seats, for a total of 22 total seats to be filled. At-large seats are included for citizens that want to offer their general knowledge of the community and recreational issues, but don’t necessarily represent any one specific user group or interest. *Ex officio* seats are included to provide data and information to the Roundtable but not partake in deliberations regarding recommendations.

The following recreational users and interest groups will be provided a seat on the Roundtable:

- Adaptive users [1]
- Colorado Department of Transportation [1]*
- Economic & Community development [1]
- Equestrian [1]
- Hunting & Fishing [1]
- Mountain biking [1]
- Natural resource & Environmental advocacy [1]
- Quiet use & Hiking [1]
- Ranching & Farming [1]
- Road biking [1]
- Special use permit holder [1]
- Summer motorized [1]
- Trail running [1]
- Weed control [1]*
- Wildlife Conservation [1]
- Winter motorized [1]
- Winter non-motorized [1]
- At-large seats [5]

**Denotes ex officio*

Proxies and Alternates: There are no proxies or alternates for Roundtable members.

➤ **Discussion Groups:**

If an issue is brought to the Roundtable that requires additional time and in-depth conversations, a “Discussion” process can be called by the Steering Committee. Discussion Groups meet outside of regularly scheduled meetings for an agreed upon number of meetings to develop a recommendation on a defined issue. Roundtable members will be asked to volunteer to take part in these more in-depth discussions based on whether they feel their user group or interest is a key stakeholder in the Discussion. Discussions may bring in outside expertise and outside stakeholder participation. They are meant to be limited in time and scope to a pressing issue with a clear ongoing decision-making process that is seeking a Roundtable recommendation.

➤ **Steering Committee**

Overview: The Steering Committee is the primary decision-making body for agenda setting and administration of the Roundtable. It is a body of land managers that brings issues to the Roundtable for discussion. It steers the priorities and function of the Roundtable with the input of Roundtable members. The Steering Committee will collectively fund the Roundtable, seat and administer its activities, and make decisions regarding new seats and any potential violations of the Ground Rules. Steering Committee members are *ex officio* members of the Roundtable.

Composition: The Steering Committee shall include representatives from the following entities:

- Bureau of Land Management,
- City of Steamboat Springs,
- Colorado Parks and Wildlife,
- Routt County, and
- U.S. Forest Service.

Roles and Responsibilities: The Steering Committee is the primary decision-making body for agenda setting and administration of the Roundtable; it approves its Charter, membership requirements, and funding model; sets agendas and action plans; establishes Discussion Groups; and, where applicable, reviews Discussion Group recommendations to ensure they are within the scope of the issue at hand.

The Committee shall work with the facilitator to identify and address emerging issues and opportunities, review proposed agendas for Roundtable meetings, and review and determine appropriate action on new membership requests.

Meetings: Committee members are expected to attend all Steering Committee meetings and Roundtable meetings and honor all aspects of this Charter. One designated alternate per agency will be included in all Steering Committee communications and expected to participate (if possible) in the event of the primary member being unable to attend a meeting. It is anticipated that the Steering Committee will hold in-person meetings twice per year to determine appropriate issues for Roundtable discussion. Conference calls of the Steering Committee will be conducted on a regular basis as determined by the Committee.

Decision-Making: The Steering Committee will make decisions on the recreational issues to be brought before the Roundtable, seating of Roundtable members, funding and administration of the Roundtable, and potential removal of Roundtable members for Charter infractions (see below). The Steering Committee will strive for consensus in all decisions. Consensus is defined as an agreement that members can support or abide by and to which they do not formally object. In the absence of consensus, and unless otherwise specified, all decisions require approval of a three-fifths majority of the Steering Committee.

Removal of Roundtable Members: Removal of Roundtable members may occur due to lack of participation or due to failure of the member to adhere to the Foundational Principles, Ground Rules, Media Protocols, or other provisions contained in this Charter. The member in question may choose to remove themselves voluntarily from the Roundtable or may request a dispute resolution process. The dispute resolution process entails:

1. Notification in writing to the full Steering Committee of a potential infraction from a Roundtable member, the facilitator, or a Steering Committee member.

2. Teleconference call of the Steering Committee to determine whether a violation may have occurred. If so,
3. Notice via email to the Roundtable member
4. Teleconference call set up to work on mitigating damage and/or determining an appropriate path forward
5. After the call, a Steering Committee discussion will be held (and a vote as necessary requiring approval of four fifths majority) determining:
 - a. No action warranted
 - b. A warning issued
 - c. Expulsion from the Roundtable
6. Findings issued to the member regarding the Steering Committee's decision

Note: If a warning is issued, any additional infractions may result in immediate expulsion

If a seat is vacated, the Facilitator will consult the Steering Committee regarding potential alternatives based on prior applications submitted.

Quorum: The presence of at least 50% of current Steering Committee members constitutes a quorum.

Officers and Executive Committee: The Steering Committee may choose to establish a Chair or Co-Chairs to streamline Roundtable planning and communications with the facilitator. Such a decision must be made according to the decision-making processes outlined in this Charter. The Committee may also informally appoint *ad hoc* leadership on a given topic, meeting, or agenda, based on the recreational issue and jurisdiction at hand.

Terms of Steering Committee members: Steering Committee members shall be selected internally by their respective agencies and no term limits are in place. All agencies shall keep a representative appointed. If a Steering Committee member expects an extended absence, they shall request an alternate represent the agency until their return.

➤ **Facilitator**

The Facilitator (or team of facilitators) is a third party responsible for facilitation, mediation, project management and management of funding as related to the activities of the Steering Committee, Discussion Groups, and Roundtable at large. The Facilitator is responsible for:

- Helping to design the process and ensuring that it runs smoothly,
- Maintaining contact lists and communications with participants,
- Developing agendas, facilitating meetings, producing meeting summaries and following up with members on action items,
- Promoting full participation of all Roundtable members, and –where possible- helping the parties resolve their differences and work toward consensus on issues.
- The Facilitator will also be available to consult confidentially with participants during and between meetings.

The Facilitator serves at the pleasure of the Steering Committee and subject to available funding to support its activities. The Facilitator will remain neutral regarding substantive discussions, outcomes, and recommendations of the Roundtable.

Media Protocols

Media following protocols are provided to ensure that Roundtable members utilize approved messages and processes when communicating on behalf of the Roundtable and that individual member's interests are protected through the accurate characterization of their association with the Roundtable.

- Do not characterize or attribute the opinions or positions of other members of the Roundtable.
- Only use pre-approved messaging that has been agreed upon by the Roundtable when characterizing the Roundtable on behalf of its members, and when characterizing the roles and commitments of members.
- Be clear to delineate your own opinion or interest from the agreed-upon messaging of the Roundtable.
- Press releases from the Roundtable will be reviewed and agreed to by the Steering Committee prior to their release. The Facilitator will coordinate the development, review, and submission of media releases under a timely process. Releases will be submitted by the Facilitator or other designated communications specialist on behalf of the Roundtable.
- Individual members should not make announcements on behalf of the Roundtable. Members planning their own media releases and/or other formal communications that reference or characterize the Roundtable – including but not limited to web copy and presentations – should submit the draft materials to the Facilitator for review at least one week prior to the intended public release date. The Facilitator will review the materials for consistency with agreed-upon messaging and, where necessary, coordinate with the Steering Committee for further review.
- If you receive a media inquiry to speak on behalf of the Roundtable, you are encouraged to coordinate with the Facilitator prior to providing answers to interview questions; you may also feel free to refer the inquiry directly to the Facilitator.

Amendments to Charter

The Steering Committee will strive for consensus in all amendments to this Charter. Consensus is defined as an agreement that participants can support or abide by and to which they do not formally object. In the absence of consensus, amendments require approval by a four fifths majority of the Steering Committee.