

**Santa Ynez Band of Chumash Indians (SYBCI)**  
**2018 Tribal Hazard Mitigation Plan-Update**  
**STEERING COMMITTEE GROUND RULES**

## **PURPOSE**

As the title suggests, the role of the Steering Committee (SC) is to guide the Planning Team through the plan update process that will result in a plan that can be embraced both politically and by the SYBCI. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and various interest groups in the planning area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

## **LEADERSHIP**

The Steering Committee selected **Willie Wyatt** to be the chairperson. The role of a chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time, 2) allow all members to be heard during discussions, 3) moderate discussions between members with differing points of view, and 4) be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan tasks. **Teresa Romero** was selected as vice chairperson to take the chair's role when the chair is not available. The Committee chose to adopt a rule that requires either the chair or the vice chair to be present at any given meeting.

## **ATTENDANCE**

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform staff before the meeting is conducted. If a member misses two consecutive meetings without an explanation, that person will be contacted by the Planning Team to determine their interest in continued support of this process. Replacing any member on the committee due to lack of attendance will be the discretion of the chair.

## **QUORUM**

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented. A quorum for this committee will be 5 members in attendance. This quorum can be met with an attendance augmented by designated alternates.

## **ALTERNATES**

It was the decision of the SC to designate alternates for those SC members that felt that they may not be able to attend each meeting. All designated alternates will have full voting authority on any action at any meeting they attend in place of the primary SC member. They will receive copies of all meeting materials as well as meeting agendas and minutes. Alternates are welcome to attend all scheduled meetings. Alternates will not have a vote on this committee when the primary SC member is also in attendance. Alternates will only have

a vote when they are attending in the place of the primary SC member. Coordination of who attends scheduled SC meetings is the sole responsibility of the primary member and their designated alternate. Those SC members that chose to designate alternates shall notify the planning team no later than one week prior to the next scheduled SC meeting.

## **DECISION-MAKING**

As the Committee provides advice and guidance on the Plan, it will reach its recommendations through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with it (using the consensus continuum as a guide). Voting is defined as “majority rules”. The Committee decided that consensus will be their preferred method of decision making. However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In either case, minority dissent will be recorded in the meeting summaries and the Committee chose to note such opinions in their final recommendations. On action items where decisions will need to be made by the committee, a vote will be taken to determine consensus or the majority stance of the committee. Only seated steering committee members or their designated alternates, that are attending the meeting as the principal representative will have a vote. Members of the public, planning team members, or alternates that are attending a meeting in conjunction with their principal representative will not have a vote.

## **RECOMMENDATIONS**

The Committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The Committee may also assist in the presentation of the Plan to the elected bodies of participating organizations.

## **SPOKESPERSONS**

It was the decision of the SC to designate the Chair to act as the official spokesperson for this process and to act as the primary point of contact for the SC with the Public and the Media. Ideally the Steering Committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the Committee's united recommendations to participating organizations, the public, and the media; is the principle responsibility of the spokesperson.

In addition, each member should have a responsibility to represent the Committee's recommendation when speaking on Plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee's work. Finally, Committee members will need to help with presentations given to governing bodies of regulatory agencies, stakeholders as well as during public meetings or presentations.

## **STAFFING**

The Planning Team for this project includes Teresa Romero and personnel from the contract consultant assistance provided by Tetra Tech, Inc. The Planning Team will schedule

meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.

## **PUBLIC INVOLVEMENT**

For this Tribal Hazard Mitigation Plan, “Public” is defined as the Tribal Community which includes all tribal members that live on or off the SYBCI reservation. For this planning effort non-tribal members that work or recreate on Tribal lands and/or lands immediately adjacent to Tribal lands, are considered as “stakeholders” in the planning process. This planning process will seek to engage this public as defined through all phases of this plan’s development.

As they conduct Committee work, members will seek to keep the public and identified stakeholders informed about the plan update process. Committee meetings will be open to the public and agendas and minutes will be posted on a project web-page sponsored by the SYBCI. Opportunities for public comment during Steering Committee meetings will be at the discretion of the Chair. If the Chair has determined that public comment will be taken, comments will be limited to a time duration specified by the Chair (ie: 3 minutes per subject, limited to an aggregate total not to exceed 30 minutes per meeting per. Other acceptable methods of public input will include written or emailed documents to staff or Committee members and there will be no public comment during meetings, unless authorized by the Chair. Development of a public involvement strategy will be one of the first tasks undertaken by the Committee.

## **EXECUTIVE SESSIONS**

When the Steering Committee is to discuss information that is deemed to be sensitive to the Tribe’s interest as determined by the Chair, members of the Steering Committee and/or the Planning team, the Committee can go in to an executive session to discuss the sensitive information. Executive sessions are intended to protect the confidentiality about sensitive information. Any member of the Steering Committee can make a motion to move the SC meeting into an executive session. The motion must be seconded by another SC member, and ultimately approved by the Chair. Once in executive session, the only items to be discussed by the SC are those that pertain to the sensitive/confidential information. Once all discussion on the sensitive information is complete, the SC will come out of the executive session and address the remainder of the items on the agenda that are open to the public. When the SC goes in to an executive session, all non-SC members or their designated alternates will be asked to leave the room until the SC comes out of the executive session. Once out of the executive session, all topics discussed during the session will remain confidential, and will not be recorded in the official meeting summary for the meeting.

## **COURTESY**

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

## **MEETINGS**

Meetings generally will be conducted on the second Thursday of each month from 10:00 AM to noon at the SYBCI Tribal Hall, unless otherwise notified by the planning team. Committee members will be notified in advanced as to where the meeting will be held if different than the Tribal Hall.

## STEERING COMMITTEE MAKEUP

SYBCI TRIBAL HAZARD MITIGATION PLAN - UPDATE			
STEERING COMMITTEE			
Name	Representing	E-Mail	Phone
William Wyatt (Chair)	Santa Ynez Chumash	<a href="mailto:wwyatt@santaynezchumash.org">wwyatt@santaynezchumash.org</a>	
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PLANNING TEAM			
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