

# DRAFT/FOR DISCUSSION

## Operating Protocol for the Warner's Pond Management Committee

Town of Concord, Massachusetts – Draft V4

### Purpose and Authority

The Warner's Pond Management Committee (WPMC) operates as a sub-committee under the Natural Resources Commission (NRC). Its primary responsibility is to develop, support, and supervise the execution of an Adaptive Management Plan focused on Warner's Pond.

The committee's stated purpose is to "*prepare and support the implementation of an Adaptive Management Plan*", as outlined in its charge.

WPMC acts under the authority of the NRC and follows all Town of Concord policies, applicable state laws, and open government regulations.

This operating protocol is designed to complement the committee's charge, not replace it. If conflicts arise between the charge and the protocol, the charge will take precedence.

### Member Expectations

The committee serves as an action-oriented body, rather than a governance or oversight group. Members are expected to actively contribute to achieving the committee's mission. Specifically, committee members are expected to:

1. Demonstrate full commitment to preserving and protecting Warner's Pond.
2. Attend and engage in all meetings in person whenever possible; remote participation is permitted at the Chair's discretion in exceptional circumstances.
3. Review all meeting materials beforehand.
4. Uphold Concord's standards for respectful, transparent civic engagement by treating colleagues, staff, and the public with professionalism and civility.
5. *In addition to compliance with state law, as specified in the committee charge, advise the committee of any situation that could reasonably be interpreted as a conflict of interest.*

6. Examine all prior Warner's Pond reports and materials to avoid duplicate efforts.
7. Refrain from using the committee as a platform for personal or organizational agendas.
8. Respect and support decisions made by majority vote.

## Committee Operations

The committee is committed to operating efficiently and effectively. Its operations include:

1. Starting and ending meetings on time.
2. Promoting balanced participation by encouraging every member to contribute, utilizing round-robins for complex topics, and preventing dominance by a single member.
3. Using structured agendas that specify the purpose of each item, provide time estimates, and indicate whether an item is for discussion, decision, or information.
4. Striving for consensus in decision-making. If consensus cannot be reached, decisions are made by majority vote among members present. Minority opinions may be recorded in the minutes upon request.
5. Meeting at least monthly, or more frequently as needed to fulfill its charge.
6. Approving minutes at subsequent meetings and posting them publicly.
7. Allocating adequate time for public comment at each meeting.

## Acceptance

Accepted and agreed by vote

Date: