



Olympic Forest Collaborative

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Governance Document

Olympic Forest Collaborative (OFC) Governance

May 8, 2015 *(revised January 10th, 2023)*

Purpose and Goals

Since January 31, 2014, the Olympic Forest Collaborative has brought together stakeholders from the environmental community, the timber industry, and representatives from federal and local government around shared goals of increasing timber harvest from the Olympic National Forest while benefiting the environmental quality of our forests and watersheds. The Collaborative works together and with federal officials to address issues that stand in the way of achieving the stated goals. Ultimately, the purpose is to show we can simultaneously create a more environmentally sound forest, provide for increased, sustainable timber harvests on the Olympic National Forest, and provide economic benefits to timber communities on the Peninsula.

Goals include:

- Increasing the amount of acres treated and total harvest volume produced in forest restoration projects under the Northwest Forest Plan and increasing the number and footprint of aquatic and other non-thinning related restoration projects.
- Creating a framework of agreement on the type and locations of forest restoration treatments that benefit the ecosystem and provide for increased harvest levels under the Northwest Forest Plan.
- Improving treatment effectiveness and working to reduce the time and cost required to plan and prepare projects through increased efficiencies for the Forest Service.
- Creating a framework of agreement around innovative forest practices, treatments and techniques that integrate ecological, social, and economic goals, and exploring whether the Adaptive Management Area (AMA) established under the Northwest Forest Plan provides an opportunity to test these alternative approaches.
- Collaborating on specific projects, as needed, to create an environment that reduces conflict and seeks to achieve a common vision about the future of the Olympic National Forest.

- Creating a forum for addressing any problems that stand in the way of accomplishing our stated goals with the active involvement of federal elected and agency officials.

Organizational Structure

General Membership:

The OFC will be made up of voting (Board of Directors) and non-voting members. Members from diverse backgrounds and interests are welcome, but all members must abide by the stated Purpose and Goals of the OFC as outlined above.

New Members can be added by a unanimous vote of the Board of Directors.

Board of Directors:

The Board will consist of no more than 12 individuals who are directly and actively engaged in issues relating to the forest management, aquatic restoration and local economic benefits on the Olympic Peninsula, including the National Forest. Individual board members will fully support the mission and goals of the Olympic Forest Collaborative. Board members serve on an uncompensated basis. To be eligible for election to the Board, a member must attend 50% of meetings in a 12-month period.



The Board may create committees and delegate specific tasks and responsibilities to the members of that committee.

The Board will consist of roughly equal representation from the forest products industry and conservation groups. In addition, members representing local & state government, tribes, economic development, and labor may be on the board. New board members will be voted on by existing board members.

Members of the Board may designate an alternate representative to fill in for Board Member in times of short term absence. Short Term absence is defined as 3 or less consecutive meetings.

Members of the Board will serve a term of 24 months. Members may serve for multiple terms provided they are in good standing with the Collaborative.

A member of the Board may be removed for cause from the Board by a vote of 2/3 of the Board of Directors. Cause may include lack of attendance at meetings and failure to abide by the Purpose and Goals of the Collaborative outlined above.

Officers:

The Board will elect among its Members the positions identified below. Terms will be 24 months.

- Co-Chair – Industry
- Co-Chair – Conservation

In the absence of a Coordinator the responsibilities of setting times and locations for meetings, creating and circulating a meeting agenda, and distributing records/minutes of meetings shall reside with the Co-Chairs or a Secretary.

The responsibilities of the Co-Chairs shall be to preside over Board meetings and the general business dealing of the Board.

In the absence of a Coordinator, the Co-Chairs may appoint a member of the board as a Secretary. The Secretary shall be responsible for keeping a record of decisions made by the Board, and providing minutes for board meetings.

The Board may also elect other officers, as needed.

Coordinator:

The duties of the Coordinator shall include the following:

- Assist Co-Chairs in facilitation of OFC meetings: prepare meeting agendas, develop meeting materials and packets, reserve meeting locations, invite guest speakers with input from OFC members, ensure minutes are recorded, send reminder emails;

- Track progress of various subcommittees; ensure milestones and deadlines are met;
- Become familiar with OFC files and make recommendations to Board concerning central repository or continual record keeping strategy;
- Encourage active and productive participation of all collaborative members at meetings;
- Assist Co-chairs in Coordinating 2-3 field trips including stewardship contracting and restoration project planning tours with US Forest Service (USFS) staff and OFC members;
- Work with OFC Board to develop outreach tools including press releases and open houses; coordinate with OFC Board in regards to media;

Standing Non-Voting Members:

At least one designee from the US Forest Service and the Office of Rep. Derek Kilmer (or his successor) will be invited to be a non-voting participant at Board meetings.

The Role of the Forest Service and Washington DNR at a minimum will consist of:

- Serving as a non-voting member
- Be committed to collaborative processes and maintain active engagement at meetings, project planning, etc.
- Offer resource information
- Share historical data, local knowledge and technical resource expertise
- Share experience working with local contractors

The role of Representative Derek Kilmer's (or his successor's) office at a minimum will consist of:

- Serving as a non-voting member
- Be committed to collaborative processes and maintain active engagement at meetings, project planning, etc.
- Share knowledge about potential benefits to local constituents

The Board may create an Advisory Council of up to 10 individuals or representatives of relevant organizations related to the Collaborative's mission. Advisory Council members will be added by a vote of the Board of Directors and their role will consist of:

- Serving as a non-voting member
- Be committed to collaborative processes and maintain active engagement at meetings, project planning, etc.
- Provide support, local knowledge and technical expertise for Collaborative efforts.

Other non-voting members may be invited to represent other key constituencies (e.g., local governments, tribes) important to the Collaborative.

Consultants:

The Board may secure the services of Consultants to carry out work approved by the Board. The Consultants will attend Board Meetings as needed, and update the Co-Chairs and Vice Chair regularly on his or her activities. The Board can approve additional staff to assist the Consultant on either a volunteer or paid basis.

Meetings:

The Board will meet at least once per quarter, either in person or via conference call, with at least two meetings per year taking place in person. At least one in-person meeting will be open to the general public each year as a way to provide education and an update about the Collaborative's progress. Work groups established by the board can meet on a more frequent basis.

No major decisions can be made without a quorum. A quorum is defined as fifty percent of the Board Members plus one.

The OFC will make decisions on the basis of consensus and agreement among the Board Members present. The goal of the decision-making process is to come to a decision that members can support following a respectful hearing of all concerns. The collaborative will make decisions using a process of modified consensus. Consensus is achieved when all voting members can support or, at minimum, live with a decision.

Non-voting members may be invited to attend Board Meetings to provide technical assistance necessary for the accomplishment of OFC goals.

Media Relations

In the event that media have an interest in attending meetings, the following expectations will apply:

- Full disclosure of media at each meeting
- Media will take a listen-only approach
- Share experience and expertise relative to publicity and public information
- Non-voting role

Communication members of the Collaborative have with the media concerning Collaborative topics will only occur when Collaborative has reached a quorum on sharing particular information.

Collaborative members will be mindful of the impact their public and private statements may have on Collaborative dynamics, especially those on social media. No participant will attribute suggestions, comments or ideas of another participant to the news media or non-participants, especially through social media.

