

## **Compliance Offsets Protocol Task Force Operating Procedures**

Version 3-2-20

### **Purpose**

This document sets out internal roles and procedures of the California Air Resources Board (CARB) Compliance Offsets Protocol Task Force (Task Force) and builds upon *Attachment B: Compliance Offsets Protocol Task Force Charter*. The Operating Procedures may be amended at any time upon consensus of the Task Force.

### **Membership**

CARB will provide Task Force members with an internal roster of member names and email addresses, to facilitate informal subgroup work. This roster for Task Force business will be internal for Task Force members' use only.

### **Process:**

#### **A. Meeting Matters**

The Task Force will offer an opportunity for members of the public to comment for each substantive agenda item involving Task Force discussion or deliberation.

#### **B. Informal Subgroup Work**

The bulk of the work of the Task Force will be done through Informal Subgroups. These groups will meet as often as needed between the two Task Force meetings and will be organized around specific topics that will be developed into sections of the Task Force report. Task Force members will volunteer for subgroup activity and may sit on more than one subgroup.

Informal Subgroups will:

- Contain no more than six members;
- Have at least one lead, who serves as the informal subgroup's point of contact, and who takes on the responsibility for seeking to organize subgroup meetings;
- Develop at least one draft report section for the second Task Force meeting; and
- Strive to develop their report section/s with the understanding that the full Task Force will need to reach consensus on its content at the second full Task Force meeting.

Informal Subgroups may invite experts to present information at their meetings.

### **Task Force Final Report**

The process for the Task Force to finalize its written report is as follows:

- Informal Subgroups will develop key report chapters.
- CARB and the Facilitator, in consultation with the Chairperson, will combine Subgroup products into a draft report, adding additional material, such as background/purpose, a summary of the first meeting, a list of Task Force members, etc., as necessary to develop the draft report to a level that the Task Force and public can review prior to the second meeting.

- At the second meeting, the Task Force will consider public comments, discuss the draft report, and identify necessary high-level (rather than wordsmithing) changes. The Task Force during this meeting will reach agreement on conceptual approval of the report with changes. CARB will then implement the Task Force's changes to finalize and publish the report.

### **Roles and Responsibilities**

The **Chairperson** will:

- Work with CARB and the facilitator to develop Task Force meeting agendas;
- As needed, assess the status of assignments made to Task Force members and informal subgroups; and
- Serve as the formal external speaker on behalf of the Task Force when warranted.

The Chairperson has no unique or unilateral decision authorities; the role is principally that of strategic management, oversight, and communication.

The **Task Force Facilitator** will:

- Support CARB in planning Task Force meetings;
- Facilitate Task Force meetings;
- Take notes at Task Force meetings and produce meeting summaries for the purpose of documenting Task Force discussion and decisions; and
- Ensure inclusive meetings, in which all points of view held by Task Force members are heard and considered.

**CARB Staff** will:

- Provide technical and logistical support to the Task Force;
- Distribute and post meeting materials and summaries;
- Work with the Facilitator to compile the draft and final reports and any comments; and
- Serve as the point of contact for public inquiries about the Task Force.

### **Decision Making: Consensus Seeking**

The Task Force will strive to reach consensus in its decisions. The consensus seeking process is based on principles of "consensus with accountability." Consensus with accountability requires all members to try to reach consensus while at all times supporting and expressing their self-interest and interests of any stakeholder they may represent. In the event a member must reject a proposal, that member is expected to provide a counter proposal that legitimately attempts to achieve their interest, and the interests of the other members. When seeking consensus, the Committee will consider a range of definitions for support. This range includes:

**Unqualified Support:** Full agreement with all aspects of a proposal.

**Strong Support:** Support for most aspects of the proposal. No fundamental disagreements with any aspect of the proposal.

<b>General Support:</b>	Support for all or most aspects of a proposal. No fundamental disagreement with key aspects of the proposal. Includes having unanswered questions that need additional information or clarification.
<b>Qualified Disagreement</b>	Significant disagreement with one or more aspects of a proposal; however, can live with the proposal as packaged. (I.e. overall, suggested proposal is better than leaving things as they are now or doing nothing). In this “not happy, but I’ll live with it” option, parties will be asked to work on generating alternative options or language that address the concerns of all.
<b>Fundamental Disagreement</b>	Disagreement with aspects of proposal. Not willing to support or live with the proposal as it stands. Members with this opinion must suggest alternatives that move the proposal toward accommodating the interests of all.
<b>Abstention</b>	At times, a pending decision may be infeasible for a member to weigh in on.

The goal is for all members to be in the Support (Unqualified, Strong or General) of agreements. The Committee will reach consensus when the majority of members are at Support and only a minority of members are at a Qualified Disagreement stage. These disagreements must be noted and presented to CARB as minority perspectives or recommendations. Alternatives proposed by members that are at a Qualified Disagreement and Fundamental Disagreements level will be discussed before the group is deemed to reach consensus. Members that abstain from particular proposals are encouraged to explain why abstention is in their best interest.

### **Meeting Ground Rules**

The Task Force will abide by these agreed-upon guidelines to create constructive interaction. Members and the facilitator can cooperatively revise these guidelines when necessary to support the continued success of the group.

**Assume good will:** Members will work under the assumption that all members are participating in good faith.

**Listen with open mind:** Members will listen and openly discuss issues with others who hold diverse views and recognize that all ideas and points of view have value. Those who disagree with something may propose an alternative.

**Active problem solving:** Members will view disagreements as problems to be solved rather than battles to be won.

**Avoid editorials:** Members will avoid judging others' motives or the value of their actions; instead, they will explain what they need for our work to be a success and for their interests to be met.

**Respect:** Members will respect the integrity and values of others, and refrain from personal attacks.

During the meetings, the group agrees to:

- Honor time – please keep your comments concise so that others may speak.
- Share the floor.
- Use conversational courtesy – avoid interrupting and side conversations.
- Keep electronic devices silent during meetings and limit device distraction to urgent matters.
- Appreciate humor, but not engage in humor at the expense of others.
- Be comfortable – take personal breaks as needed.

### **Ground Rule Enforcement**

Enforcing the ground rules is the joint responsibility of the group, any observers, staff, and the facilitator.