

Charge

Pierce County Clean Air Task Force

As a task force member, we ask that you actively participate in identifying and evaluating possible solutions to bring the area back into attainment with the federal air quality standard. These solutions need to reduce emissions from the main sources of fine particle pollution: wood stoves and fireplaces, mobile sources (cars, trucks, buses, ships, rail, etc.), and industrial sources. Once possible solutions are evaluated, the group will recommend to the Puget Sound Clean Air Agency those most appropriate for possible inclusion in the state's plan.

As part of the process, all task force members are asked to:

- Address the problem and consider possible solutions
- Speak as the voice of the people or interest they represent
- Communicate with those you represent between meetings -- taking information to them and bringing their concerns and information back to the task force
- Consider the broad interests of all Pierce County residents who may be affected by poor air quality and the range of possible solutions
- Work to find consensus among the task force members in providing advice and recommendations to the Clean Air Agency

Ground Rules

Pierce County Clean Air Task Force

1. All meetings will be open to the public.
2. Meetings will start and end on time.
3. The task force is comprised of people with a variety of perspectives and interests. Differences of opinion are to be expected and will be respected by the task force and its members. Task force discussions will be characterized by careful deliberation and civility.
4. The task force is encouraged to think creatively about potential solutions for the issues the group has been asked to address. Task force members will agree to keep an open mind to possible new ideas that meet the diverse interests of Pierce County residents. Task force members will work to understand the different points of view and perspectives of other members. Questions to better understand each member's interests are encouraged.
5. The task force will operate by consensus. The goal will be to reach unanimous consensus – meaning that all members can support, or live with, the task force recommendations. If unanimous consensus cannot be reached differences of opinion will be noted and included as part of the task force final recommendations.
6. The task force is advisory to the Puget Sound Clean Air Agency Executive and Board. It is not a decision-making body.
7. The task force does not plan to take formal public testimony. However, the task force will accept comments or questions from the public at the conclusion of meetings.
8. Task force members are strongly encouraged to participate in every meeting to achieve continuity in discussions from one meeting to the next. If members cannot attend a meeting it is his/her responsibility to be informed about the topics discussed by the next meeting. An absent member may ask someone to attend a meeting on their behalf to listen to the discussion, but that person will not be able to participate in discussions or votes.
9. If a task force member cannot attend a meeting and wishes to make a statement regarding an issue that is on the agenda for that meeting, he or she may provide the facilitator with a written statement, which will be read to the full group when the issue is being considered at the meeting.

10. Meeting materials will be sent via email or mail to task force members and posted on the Clean Air Agency project web site in advance, whenever possible. Any handouts at meetings will be emailed, or mailed, to members who were not present.
11. Meeting summaries will be prepared and distributed via email or mail to all task force members in a timely manner. The summaries will also be posted on the project web site.
12. Any member may speak to the media or other groups or audiences regarding issues before the task force, provided s/he speaks only for her or himself. Inquiries from the media or others can be directed to the facilitator or project manager. Members are encouraged to let the process reach its conclusion before describing potential strategies or ideas as task force recommendations. Members agree to bring issues or concerns to the task force before raising them with others in a public fashion.
13. It is understood that task force members cannot unilaterally make commitments on behalf of their respective organizations. However, each member will work hard to understand any issue or concern raised by their organization and will communicate those issues in a timely fashion to the full task force.
14. The facilitator will communicate with task force members between meetings to understand issues and search for consensus on solutions.
15. Clean Air Agency staff will be responsive to the information requests from the task force. However, it may not be possible to meet all information requests. Any information requests outside of the task force meetings should be made through the Agency project manager or the facilitator.

Role of the Facilitator

In addition to the roles described above, the facilitator will:

- Work with the task force and Clean Air Agency staff to set the agendas for meetings
- Work to resolve issues regarding process or schedule
- Open the meetings and manage the flow and timing of the topics on the agenda
- Make sure that all task force members have opportunities to participate in discussions
- Prepare draft recommendations based on task force discussions
- Occasionally make presentations, in partnership with task force members, to outside groups about the work of the task force, as requested