

Dairy and Livestock Working Group and Subgroups

Goals, Ground Rules, and Guiding Principles

1. Working Group and Subgroup Goals

- Work toward a common understanding of:
 - The most challenging and important issues facing efforts to reduce GHG emissions from the Dairy and Livestock sectors
 - The measures that have the potential to reduce emissions in near-term (e.g. 0-3 yrs), mid-term (e.g. 3-7 yrs), and long-term (e.g. 7-10+ yrs).
Measures will explore the following aspects:
 - Technologies, performance, and markets
 - Community concerns
 - Ongoing public processes and timelines
 - Current barriers and data gaps
 - Industry acceptance
 - Research to identify additional practices and to gain better understanding of science
- Further develop the close collaboration between stakeholders, ARB, and other State agencies in the efforts to:
 - Significantly and quickly reduce dairy GHG emissions
 - Identify opportunities for achieving co-benefits
 - Support sustainable industry in California
 - Improve community health
- Subgroups shall strive for consensus on key recommendations and issues. Deliverables will identify consensus points and recommendations and identify perspectives at variance with majority positions.

2. Guiding Principles and Ground Rules

Role of Subgroup Co-Chairs.

With the support of State staff, the Co-Chairs will:

- Prepare, plan, and conduct subgroup meetings
- Coordinate discussions consistent with the mission and goals of the Working Group and Subgroup
- Assign and monitor progress made on tasks assigned to Subgroup members
- Moderate discussions to ensure that the meeting protocols and code of conduct described below are followed

- Request facilitation from ARB, if deemed necessary. She/he will work directly with the co-chairs to plan meeting agendas and support next steps in consultation with ARB staff.
- Ensure that Subgroup meetings are open to the public (excludes subgroup planning meetings).

Decision-Making

The Subgroup members will strive for consensus on key substantive decisions. Minority opinions will be identified in Subgroup deliverables. When a decision has been reached among Subgroup members, the decision shall stand and shall not be reintroduced for discussion unless the Subgroup reaches consensus that new information dictates reconsideration.

Meeting Protocols and Code of Conduct

When speaking, Subgroup members shall:

- Begin their statements by identifying themselves and their affiliations; members of the public are also asked to identify themselves and their affiliation
- Speak one at a time
- Speak only when told by whoever is moderating to proceed; members of the public will be provide a specific period during which to provide comments
- Observe the speaking time allotment established by the Co-chair; make every effort to be as concise as possible so that all who wish to speak have sufficient time to do so
- Address the topic under discussion without introducing additional topics or otherwise attempting to change the course of the discussion
- Refrain from interrupting other speakers
- Always use the microphone (this is needed for remote participants to hear the speaker clearly)
- Show respect for the positions expressed by others, even when disagreeing with those positions. Disparaging remarks, sarcasm, innuendo, accusations, personal attacks, and other forms of disrespect will not be tolerated. Co-chairs or ARB staff may take a variety of actions, up to requesting a member or public attendee to leave, in order to address disruption or disrespect

Distractions

- Phones and other electronic devices must be muted or powered down
- Side conversations between members are discouraged, and phone conversations must occur outside the meeting room

6-20-17

- Attendees should make every effort to stay engaged with the meeting (attending to text messages, emails, etc. during the meeting should be minimized)

Facilitation

If necessary, a facilitator, co-chair, or appropriate agency staff may intervene to ensure that the above protocols are observed.