

## Draft Compact Implementation Technical Team Operating Rules

For consideration at the March 15, 2016 CITT meeting

**Note to Reviewers:** This is a working draft of CITT Operating Rules. It was developed for the CITT members to review at the next CITT meeting.

1. **Initial focus of the CITT:** The CITT will develop recommendations to CSKT, Montana, and the United States (Compact Parties) on the use of available funding for water measurement, a stock-water program, and an on-farm efficiency program. Some of the CITT functions identified in the CSKT-Montana Compact (Compact) will need federal Congressional and Tribal approval to be effective. The Compact Parties are currently authorized to participate in the CITT for those functions where additional Congressional and Tribal approval is not required.
2. **CITT Rules:** The CITT shall establish its own operating rules. The CITT may revise these operating rules using the decision procedures below.
3. **CITT membership:**
  - a. CSKT, Montana, BIA, and the Project Operator shall assign a technical team member to the CITT following Appendix 3.5 to the Compact.
  - b. FIIP irrigators may assign an irrigator representative to the CITT, provided that the representative meets the qualifications for an irrigator representative found in Appendix 3.5 to the Compact.
  - c. Compact Parties and FIIP irrigators, under (b) may designate a temporary alternate member to fulfill their responsibilities. Temporary assignments may only be made by those that appointed the CITT members initially.
  - d. Each CITT member is subject to removal for cause at the discretion of those that appointed them to the CITT.
4. **CITT Website:**
  - a. The CITT shall establish a CITT website. The initial web address will be at [www.CSKT-Montana-CITT.org](http://www.CSKT-Montana-CITT.org). In the interim, all information may be posted on the DNRC and CSKT websites.
  - b. The website will be the official repository for meeting announcements, meeting summaries and recordings, CITT recommendations, and CITT documents. The CITT website shall serve as the source for public access to CITT materials.
  - c. The website shall be capable of accepting written public input relating to CITT projects.

- d. The website shall allow interested parties to submit their email contact information for purposes of receiving CITT notifications and announcements.

5. **CITT Meetings:**

- a. **Quorum and CITT meetings:** A quorum is required for a CITT meeting. A quorum exists when a majority of the CITT is present in person or appearing electronically and the meeting agenda includes taking official action through consensus or vote.
- b. **Meeting attendance:** CITT members are encouraged to attend meetings in person. Participation by electronic means is permitted.
- c. **CITT meetings by electronic means:** The CITT may conduct its meetings by electronic means. The CITT will provide an opportunity for the public to listen either in person or by electronic means.
- d. **Meeting date and agenda posted on website:** the CITT will post the meeting date, time and agenda on its website at least 48 hours prior to a meeting.
- e. **Meeting coordination:**
  - i. **Use of a facilitator:** The CITT may use a facilitator to assist with meeting coordination.
  - ii. **Appointment of CITT Chair:** If there is no facilitator, the Compact Parties will select a CITT Chair. The position of chair will rotate among the Compact Parties' CITT representatives annually, from the date of selection.
  - iii. **Meeting coordination functions:** the facilitator or chair will: 1) schedule, convene, and chair meetings; 2) ensure meeting materials are prepared and distributed prior to and after meetings; and 3) identify and track progress on follow up actions.
- f. **Public Observation:** CITT meetings shall be open to the observation of the general public.
- g. **CITT meeting records:** CITT meetings will be recorded. A copy of the recording and a summary of the meeting will be posted on the CITT website. The meeting summary will not be posted until approved by the CITT.

6. **Decision making:**

- a. **Draft Recommendations:** Draft recommendations for CITT consideration will be posted to the CITT website at least two weeks prior to a CITT meeting.
- b. **Consensus:** CITT members will work in good faith to implement the CITT responsibilities. The CITT will strive for consensus on recommendations.

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- c. **Majority Vote:** If consensus is not possible at a CITT meeting where a quorum is present, the CITT may approve a recommendation by a vote. A recommendation will be approved if it is supported by a majority of those members who vote; a minimum of two affirmative votes are needed to approve a recommendation.
- d. **Abstentions:** A CITT member may abstain from any vote. Members choosing to abstain will not be counted towards the vote tally.
- 7. **CITT Recommendations:** CITT members are responsible for communicating approved recommendations to those that appointed them to the CITT. A minority report may be submitted by a CITT member. The minority report shall become a part of the CITT record.
- 8. **CITT Document Labeling:** All documents are draft until approved by the CITT. Working documents and drafts should be marked with the header: Working Draft—Not Approved by the CITT. CITT recommendations and CITT reports will be clearly designated as such and dated.
- 9. **CITT Communications:** No CITT member may characterize the views of other CITT members in media or other public forum outside the guidelines set forth below.

  - a. **Coordinated Actions:** Draft press releases and other external documents regarding the CITT shall be reviewed and approved by the CITT. As a matter of courtesy, contacts listed in a press release should be notified and provide approval of being listed as a contact, prior to release. When a CITT member is communicating on behalf of the CITT they shall present material that has been agreed to by the CITT.
  - b. **Communications between CITT meetings:** If a CITT member believes there is a need for the CITT to communicate formally with the media between meetings, the author of the proposed CITT communication shall receive electronic approval from the majority of CITT members before any release to the media. Approval may be obtained either by consensus or by a vote in favor of issuing the communication. A record of the communication and approval shall be included in the subsequent CITT meeting summary.
  - c. **Communications by individual CITT Members:** A CITT member may initiate external communications (press releases, letters to the editor, opinion articles, etc) about individual positions on issues related to the scope of activity of the CITT; CITT members who plan to independently communicate to external organizations should provide prior notice to other CITT members to the maximum extent possible. Such notice is intended to: 1) improve coordination of communications; 2) avoid surprises; and 3) reduce the risk of actions that other CITT members may view as inconsistent with the Compact. The CITT members understand that other CITT members will not always be able to provide prior notice when responding to press inquires or communications from non- CITT members.
  - d. CITT members may communicate with one another or as a group between CITT meetings in order to advance technical work previously set forth in a CITT meeting,

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but they may not take official action under consensus or majority vote outside of a CITT meeting consistent with the provisions of (5)(a-g).