

# **CUMULATIVE ENVIRONMENTAL MANAGEMENT ASSOCIATION - WOOD BUFFALO REGION (CEMA)**

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## **DECISION MAKING POLICY**

### **POLICY:**

This policy applies to all decision – making bodies within CEMA. It is the policy of CEMA, that each member hold equal voting power and; that all final decisions will be transparent, well-substantiated and inclusive. Decisions will be made in an expeditious manner, to avoid slowdown of vital environmental protection projects.

### **APPLICATION OF THE POLICY:**

Decision-making is a significant component in CEMA's goal to produce results which have been thoroughly researched, include viewpoints from all affected parties and which are transparent to ensure overall legitimacy.

There are three voting processes used at CEMA. In each option, quorum must be achieved for a decision to be accepted. A consensus process is to be employed to reach decisions, however, where this is unsuccessful; the following processes will be applied:

- Process Decisions refer to work processes, governance matters, work plan and administration. Each member of a group or proxy physically in attendance at a meeting will be provided with one vote. A majority vote will be used to finalize a decision.
- Membership Decisions refer to acceptance or termination of CEMA Members. Each Director or Proxy physically in attendance at a meeting will be provided with one vote. Seventy-five (75%) percent of the participants must agree to finalize a decision.
- Product Decisions refer to items related to CEMA's mission statement. Using consensus, the input and ideas of all participants are gathered and synthesized to arrive at a final decision acceptable to all parties. Non consensus decisions can, using a specific procedure, result in a product decision moving forward under the provisions laid out in these guidelines.

### **TIMELINES:**

Timelines vary dependent on the voting process. For a General Meeting, unless a 'Special Resolution' is required, prior to a decision being made, information regarding the upcoming decision must be furnished to the participants no less than 21 days before the meeting. For Director's, Working Group or Sub-Group meetings all efforts will be made to have the information available at least seven days before the meeting.

- Process and Membership decisions are limited to one meeting. Once quorum is recognized, a vote will be taken. The decision is final.
- Product decisions vary dependent on the type of product decision being made.
  - For products which are being referred to the government for acceptance and implementation the information will be presented at one Board Meeting and the final decision will be made at the following Board Meeting. The time between the meetings can be used for achieving clarification or understanding of the document being referred.
  - For all other product decisions, only one meeting will be afforded. The decision made at that meeting will be final.

### **NON CONSENSUS:**

A non consensus decision needs to be carefully considered on a case by case basis in determining whether or not the decision should ultimately be put forward by CEMA.

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As achieving consensus is central to CEMA's credibility as a viable multi-stakeholder group, Working Groups and the CEMA Board should in all cases work diligently to achieve consensus through science, discussion and compromise. Deviation from the principle of requiring consensus on product decisions should only occur on an exception basis. In considering whether an exception should be made, generally the nature of the non consensus is a prime factor.

It is the Board's responsibility as to whether a non consensus decision should be put forward to regulators and under what terms. Specific criteria to be considered by the Board in making these recommendations are;

1. The number of CEMA members supporting the consensus decision.
2. Whether the block(s) to consensus is related to a specific technical issue(s) or a broad fundamental issue central to the recommendation.
3. The likelihood of reaching consensus if additional work is directed towards resolving differences through technical or consultative effort.
4. If the answer to # 3 is positive, the timeframe needed to reach consensus and the implications to product timing of accepting this delay.
5. Whether or not details supporting non consensus positions by members will be put forward as part of the recommendation.
6. Has the CEMA "due diligence review process" required under the Decision Making Guideline for the specific product being proposed been completed by the Executive Director?
7. Would a third party mediator help to achieve consensus?
8. What are the ramifications to environmental stewardship and CEMA's reputation if the recommendation is not put forward? Is a backstop position by regulators viable? Is it desirable?

After discussion and review, the Board will vote on the most appropriate route of action for the document.

### **GENERAL RULES:**

- Information regarding an upcoming vote will be forwarded to the Board Members at least 7 days prior to the meeting where the vote will be held.
- All decisions will be recorded in the meeting Minutes.

### **ADMINISTRATION:**

This policy as approved and amended from time to time, is in force until it is rescinded or replaced by the Board.

### **Approved:**

This policy was approved by the Members on: June 09, 2000

### **Amended:**

This policy was amended by the Members as follows:

Revision Number: 1      Date: December 04, 2008

Revision Number: 2      Date: June 03, 2009

This policy was amended by the Board as follows:

Revision Number: 3      Date: September 22, 2010

Revision Number: 4      Date: December 05, 2012