

CUMULATIVE ENVIRONMENTAL MANAGEMENT ASSOCIATION

- WOOD BUFFALO REGION (CEMA)

WORKING GROUP PROCEDURAL GUIDELINE

PURPOSE

The purpose of this procedural guideline is to describe and clarify the general principles, role, working process and relationships for CEMA Working Groups.

GENERAL PRINCIPLES:

CEMA Working Groups will operate in accordance with the following principles:

- Working groups are an essential part of the CEMA organization.
- Working groups should be used to address a specific issue or group of issues.
- Working groups are accountable to the Board.
- Working group membership should be inclusive and not limited to Association Members.
- Working group activity should be guided by an approved Terms of Reference.
- Working groups will comply with all CEMA policies and guidelines.
- Only full CEMA Members are entitled to vote.
- Working group budgets and expenditures are part of the overall CEMA financial structure and controls.

WORKING GROUP TERMS OF REFERENCE:

The terms of reference for a Working Group are to be developed by the Working Group based on the initial direction from the Board in establishing the Working Group. The terms of reference must then be approved by the Board. The terms of reference for the Working Group must include a statement of purpose, expected deliverables, a rough timeline - including reporting and decision milestones for CEMA and the expected composition of the Working Group. Once the terms of reference for the working group are approved, the Board will direct the Working Group to develop detailed work-plans and a budget

WORKING GROUPS:

The Working Groups have primary responsibility for the development of frameworks and environmental management recommendations for the specific issues assigned to them by the Board. They prepare 3 year and annual work plans to develop their recommendations. The key roles for Work Groups are listed below.

- Development of the work plan and identifying the funding required; to be facilitated by the Co-chairs and the Program Administrator
- Development and maintenance of a Terms of Reference (TOR) which must follow the CEMA template provided by the Board.
- Support through review and comment the execution of work group contracts.
- Present frameworks and environmental management recommendations to the CEMA Board.
- Assist in the communication to members and external stakeholders of CEMA recommendations.
- Working Groups can form short term, focused task groups to address specific issues. These task groups do not have standing sub-group status.
- Working Group meetings are to be documented with summary notes, decision logs and action logs within fifteen days of a meeting.

WORKING GROUP COMPOSITION:

GENERAL PRINCIPLES:

Working Groups should be composed primarily of representatives of Member organizations who can contribute expertise to the subject matter or who may be affected by the outcomes.

Associate Members and Individuals, who are not part of Member organizations, are encouraged to participate in the GM/Working/Sub Groups; however, they are not entitled to vote.

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Based on CEMA's core principles of transparency and inclusiveness, individuals who are not part of Member organizations can attend CEMA meeting as guests or observers with the prior approval of the Chair of the meeting.

- All Group members must be prepared to attend meetings regularly and come prepared for each meeting. For time expediency there will be no revisiting past decisions unless the Member indicates that it does not support the decision, in which case they have 15 days after the meeting minutes are posted, to request, in writing, that a decision is reconsidered at the next meeting. Group members will make a determination of the request at the next meeting.
- All group members must communicate the issues, discussions and decisions back to their respective organizations.
- All group members and their organizations must commit the time and resources to enable full and effective participation, including meeting preparation, completing tasks and reporting back to their constituents.

NON CEMA MEMBERS:

Certain projects require the participation of Non CEMA members. These projects are enhanced by the addition of knowledgeable individuals who are directly involved in the issue being researched.

If a Working Group initiates a project in which they would like to include nonmembers, they must clearly define this need in their work plan and include any expenses (honorariums, travel, accommodation, etc.) in the proposed budget. Expenses and honorariums will not be covered by CEMA administrative budgets.

The following points should be considered before the request is made:

- Participation will be restricted to one representative from each stakeholder group.
- The Chair of the Working Group must agree to the inclusion of the nonmember.
- The nonmember may participate in the discussions, but is not entitled to vote.

WORK GROUP CO-CHAIRS (Renewable 2 year term)

Working Group Chairs are responsible for leading and advancing the development of Working Group plans, frameworks and environmental management recommendations. They will work closely with the Program Administrators and provide support for the execution of the Working Group contracts. The Working Group Co-Chairs represent their group both internally to CEMA and externally to other stakeholders. Co-Chairs should be from different sectors when possible. Co-chairs responsibilities include:

- Along with the Program Administrator, developing the working group agenda, overseeing meetings, maintaining group focus on the agenda, and advancing the work of the meeting.
- Facilitating consensus building within the work group and ensuring agreement where possible, by consensus.
- Leading the development of environmental management recommendations that address the task assigned by the CEMA members and as defined within the Terms of Reference.
- Working cooperatively with the Program Administrator in the execution of the Work Group plans and associated contracts and in monitoring the activities of sub and task groups.
- The technical content of work group reports
- Ensuring that all meeting materials are available at least one week prior to working group meetings and Board meetings (as required) and 21 days prior to the AGM when applicable.
- Leading the development of the CEMA 3 year strategic plan and funding estimates.
- Ensuring that the work of any task group is validated by the Working Group membership and is consistent with the annual and 3 year strategic plans.
- Accountability to the Board for the results of the working group and as advisor to the Board of any concerns with progress as early as possible.

QUORUM:

Based on the CEMA bylaws, quorum is a majority (i.e. greater than 50%) of Members in good standing.

Definition: Member in Good Standing:

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As per the Membership Policy, members have agreed to participate regularly in meetings and communicate the information to their organizations/communities. Intermittent attendance threatens the integrity of the project, as decisions could be made without complete knowledge of prior discussions.

- In order for Members to be considered 'In good standing', they must participate regularly in meetings.
- Should a member of a Working Group, a Task Group or in the case of the AGM, Member organizations miss two consecutive meetings, they will lose their standing.
- Once two meetings have been missed, the member will not be entitled to vote on any issues that have been discussed in the missed meetings.
- The member will be sent a notification that they have lost their standing. In the case of a WG or TG member, the member representative will also be notified.

DECISION MAKING:

The Working Groups will follow the CEMA Decision Making policy.

RECOMMENDATIONS AND DELIVERABLES:

The Working Group will present their conclusions and recommendations to the Board at the end of their work. The Board is not obligated to approve or act on any recommendation from a Working Group. Once the Working Group has completed its work and presented its final report to the Board, the CEMA Board will determine if further work is required by the Working Group, or if the Working Group can be dissolved.

Based on the acceptance of working group recommendations, CEMA may choose to formulate and pass some or all of the recommendations on to regulators, industry or other organizations for implementation.

WORKING GROUP BUDGETS:

Working group budgets are part of the overall CEMA budgeting process, and must be prepared according to the accepted Fiscal Policy. Working Group funds will be pooled with the rest of the Association funds, but separate appropriate financial accounting will be kept of the transactions.

ADMINISTRATION:

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

APPROVED:

This policy was approved by the Executive Director on June 2, 2010

AMENDMENTS:

Amendment I	June 13, 2011
Amendment II	February 28, 2012
Amendment III	October 31, 2013
Amendment 1V	June 11, 2014