



**Chesapeake Bay Program**  
*Science. Restoration. Partnership.*

May 23, 2025

# **GIT 6: Beyond 2025 Phase II Structure & Governance**

## **Principals' Staff Committee Update**

Lucinda Power, EPA CBPO and James Martin, VA DCR

## Principals' Staff Committee / Management Board Meeting

January 16, 2024

### Actions and Decisions

#### Discussion of Structure, Governance, and Operational Management Framework

**Decision:** GIT 6 will coordinate an informal process and develop a draft scope of work to accomplish the **Executive Council Charge** to simplify and streamline the structure and governance process for the partnership. GIT 6 will also pursue options to standardize partnership meeting processes as well as action and decision documentation.

*"A simplified and streamlined structure and process for the partnership that supports all partners as they work toward achieving their commitments in an effective, efficient, and inclusive manner. It is the expectation of the Chesapeake Executive Council that the revised partnership structure and processes will be more inclusive of all communities and more manageable for partnership staff."*

#### Updated Guidance from the Management Board (03/06)

- "develop a single one-pager that highlights the top 3-5 priorities that would inform the scope of work for the partnership to address the structure, process, and governance component of the 2024 Executive Council Charge."
- "present the contents of the one-pager [at the 3/27 MB Meeting], highlighting the top level 3-5 priorities. The Management Board will then determine if this work under GIT 6 should continue or if an alternative approach should be pursued. "

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## **PSC Direction to GIT 6 from March 28 Meeting**

- Collect best practices for meeting operations
  - Review other regional partnership programs
  - Identify skillsets and resources needed to draft and execute the Scope(s) of Work.
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# Meeting Best Practices

- **Clearly define roles and responsibilities** of Chairs, Coordinators, Staffers, Members, and Interested Parties; voting/non-voting
- **Standardize agendas and meeting documentation**- follow MB/PSC format.
- Guidance on **effective meeting size** based on purpose.
- **Delegate attendance** to resolve schedule conflicts and avoid meeting fatigue; individuals responsible for personal notes; follow up with Coordinators, if needed.

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# Meeting Best Practices

- **Unanimous** or **consensus-based** approach for **decision making**
- Utilize [CBP Meetings Calendar](#) to provide **advance notice** and **materials (1-2 weeks)**
- **Update group membership** on website every 6 months
  - Serves as core email distribution list for group members
- Choose **common meeting** and **file sharing platforms** (e.g., MS Teams, Google Drive)
- Guidance on AI use during meetings

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## Potential Deliverable for Best Practices

- Guidance resource with key practices and standards to support groups at all levels of organizational structure
  - Informed by [Staffer Feedback Document](#) and [CBP Governance Document](#)
  - Appendix to the CBP Governance Document

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# Geographic Program Reviews

- **Objective:** Review other geographic programs to gain insights for developing Scope(s) of Work.
- **Suggested Approach:** Rapid assessment with 5-6 related regional partnerships. Delve further as needed.
  1. How was the Program formally established? (e.g., statutes)
  2. Organizational structure? What guides the Program?
  3. Funding mechanisms; deployment and prioritization of resources?
  4. How are you measuring success?
  5. Lessons learned?

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# Geographic Program Reviews

1. Informational discussions and comparative exercise in June.
  - Individuals set up meetings with identified partnerships.
  - Review Program materials (e.g., strategic plan, org chart).
  - Discuss issues of interest; inform of CBP approach and seek feedback.

**Suggested Programs:** [Puget Sound Partnership](#), [San Francisco Estuary Partnership](#), [Long Island Sound Study](#), [International Joint Commission](#) (Great Lakes), [Gulf Coast Ecosystem Restoration Council](#)

2. [As desired] Informational small group discussion(s) with Partnerships' **external stakeholders.**



# Expertise and Resources Needed for Top Priorities?

1. Clarifying membership roles, responsibilities, and definitions of Chesapeake Bay Program groups
2. Revising the Strategy Review System (SRS)
3. Refining decision-making processes
4. Strengthening communication, engagement, and trust
5. Establishing a logical framework and governance structure that supports the vision and goals of the Chesapeake Bay Watershed Agreement



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# Feedback from Management Board Retreat

- Implement meeting best practices / logistics now.
- Scope / offer training on core skills (e.g., facilitation, consensus building, conflict management) for new members in leadership or coordination roles.
- Begin geographic program reviews ASAP.
- Identify critical skillsets and expertise needed ASAP.
- Prioritize organizational structure at July 10 MB meeting to align with revised Watershed Agreement.

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## Seeking support or guidance for the proposed next steps:

1. GIT 6 members organize meeting best practices with goal to produce guidance resource(s)
  - Priority issues? Do we have a final deliverable in mind?
  - *"Implementing while documenting"*
2. Geographic program review approach
  - Are we on the right path? Appropriate level of effort?
3. Progressing the structure, governance, and process priorities.
  - Approval of priorities? Timeline for identifying skillsets/available resources to develop draft Scope(s) of Work? Who is developing recommendations?

## Process for Implementing the Dec 10, 2024 Charting a Course Beyond 2025 Charge

April 10	MB	<ul style="list-style-type: none"> <li>Approve final Outcome Disposition and novel Outcomes; begin updates to revise Outcome language.</li> </ul>
May 7-8 Retreat	MB	<ul style="list-style-type: none"> <li>Finalize recommended Outcome revisions; discuss any changes necessary for Goals and Management Strategies based on Outcomes status; discuss any changes necessary for structure and governance work.</li> </ul>
May 23	PSC	<ul style="list-style-type: none"> <li>Review MB's recommended Outcome revisions; discuss possible changes to Goals and Management Strategies; discuss any changes necessary for MB structure and governance work.</li> <li>Meeting follow-up: Chair's team will manage and circulate feedback.</li> </ul>
June 12	MB	<ul style="list-style-type: none"> <li>Review PSC direction and approve final recommendations for public feedback.</li> </ul>
Week of June 23	PSC/MB	<ul style="list-style-type: none"> <li>Short meeting for PSC to approve all Watershed Agreement changes for public release.</li> </ul>
July 1	Public	<ul style="list-style-type: none"> <li>60-day public feedback period begins.</li> </ul>
July 10	MB	<ul style="list-style-type: none"> <li>Structure and governance work.</li> </ul>
August 14	MB	<ul style="list-style-type: none"> <li>Initial recommendations for structure and governance work; initial feedback review from partner engagement period.</li> </ul>
August 20	PSC	<ul style="list-style-type: none"> <li>Review MB's structure and governance recommendations, provide feedback; initial review of feedback from partner engagement period.</li> </ul>
September 1	Public	<ul style="list-style-type: none"> <li>Conclusion of public feedback period.</li> </ul>
September 11	MB	<ul style="list-style-type: none"> <li>Begin to review, organize and address public feedback.</li> </ul>
October 9	MB	<ul style="list-style-type: none"> <li>Propose changes to Watershed Agreement revisions based on public feedback; final structure and governance recommendations.</li> </ul>
November 6	MB	<ul style="list-style-type: none"> <li>Approve final Watershed Agreement revisions and final structure and governance recommendations in preparation for EC meeting.</li> </ul>
November 18 (tentative)	PSC	<ul style="list-style-type: none"> <li>Approve final Watershed Agreement revisions and final structure and governance recommendations in preparation for EC meeting.</li> </ul>