

Principals' Staff Committee Excerpt

July 16, 2014 Governance and Management Framework for the Chesapeake Bay Program Partnership

Principals' Staff Committee (PSC):

In parallel with the mission of the EC, the PSC acts as the policy advisors to the EC, accepting items for EC consideration and approval, and setting agendas for EC meetings. The PSC translates the restoration vision by setting policy and implementing actions on behalf of the EC. The individual members of the PSC arrange and provide briefings to their principals, the *Agreement* signatories. The PSC also provides policy and program direction to the MB.

(a) Roles and Responsibilities:

- Set agendas for EC meetings.
- Approve revised or additional Outcomes of the *Agreement* unless they are significant as determined by the PSC, where upon they are sent to the EC for final approval.
- Ratifies Management Strategies for the MB to oversee their implementation.
- Report to the EC on implementation of Management Strategies every year.
- Provide policy and program direction to the MB.
- Solicit and receive counsel and advice from the Advisory Committees.
- Resolve issues presented by the MB that require executive-level resolution.
- Prepare the EC principals for discussions on key issues with other members of the EC, the public and the media.
- Identify strategic opportunities to align resources or seek new resource opportunities to achieve identified annual priorities and present to EC for action.

(b) Leadership and Membership: The PSC Chair is a representative of the signatory that is chairing the EC. The PSC is comprised of high-level State and Federal leaders. State membership to the PSC consists of a delegation that includes members at the Secretary level of major State departments. States have the latitude to decide upon the size of that delegation and may add to or subtract from their delegation at any time. Federal membership to the PSC consists of a Federal delegation at a level commensurate with State secretary level. CBC membership consists of the Commission's Executive Director. At the PSC, all members of the delegations are invited to participate in the discussion; however, each delegation is expected to provide one position for decision-making purposes. Advisory Committee Chairs serve in an advisory capacity to the PSC and are therefore non-voting members of the PSC.

(c) Duration of Membership: Members are appointed by EC principal. The Chair rotates at the same frequency as the rotation for the EC Chair, and representing the same signatory as the EC chair.

(d) PSC Operations:

- *Ground Rules:* The structure of the PSC meetings are coordinated by the lead member with assistance from CBPO. The format, location, and content (e.g., presentations, breakout sessions, participants, speaking roles, and other participation details) of the PSC meetings are to be determined well in advance of the meeting to

avoid unexpected outcomes and provide an effective planning process. An agenda and decision documents are circulated at the latest one week prior to the meeting date. Meetings are to allow active translation of the restoration vision set by the EC and to allow PSC members to represent the EC in providing direction to the MB. Meetings allow for issues to be discussed and for decisions to be made that further clarify policies related to restoration goals and metrics. Issues identified by the MB and progress reports related to EC interests are a major focus of PSC meetings.

- *Decision-Making:* Decision-making at the PSC will be done by signatory representatives through consensus. If after substantial discussions consensus cannot be reached, a supermajority vote by delegation will be utilized.
- *Attendance at Meetings:* Meeting attendance may be in-person or by conference call. Members who are not able to attend are expected to designate an alternate. When the PSC Chair is not able to lead the meetings, he/she will designate an executive-level person within his/her delegation to take his/her place.
- *Frequency and Duration:* Meetings are conducted quarterly with conference calls as needed between quarterly meetings. Locations of quarterly meetings are at the discretion of the Chair.
- *Setting Priorities:* Priority setting for the PSC is at the discretion of the chair with input from members. Priorities are identified as related to EC vision and implementation issues identified by the MB, Advisory Committees or individual PSC members.
- *Budgeted Resources:* Financial support for the PSC quarterly meeting is provided by EPA CBPO and the lead EC organization.
- *Staffing and Support:* The PSC is co-coordinated by executive-level CBPO staff and a representative of the signatory that is chairing the EC. In addition, the CBPO provides staff support to the PSC.