

The Greenpoint Environmental Benefit Projects Community Advisory Panel Internal Protocols

These protocols will be observed by CAP members during the Greenpoint Environmental Benefit Projects.

- 1. Communication Protocols** – The purpose of these communication guidelines is to help ensure smooth communications, both internally, among group members, and externally, with the press and other stakeholders in Greenpoint.

Internal Communication Guidelines:

- CAP meetings will be held on agreed upon dates and members should make every effort to attend.
- ESE will prepare a proposed agenda and circulate it for review prior to the scheduled meeting; and the first action at the meeting will be to add to or otherwise revise that agenda.
- Brief meeting minutes and attendance sheets will be prepared by ESE for each meeting and circulated.
- To the extent that CAP members represent more than one group or organization in CAP meetings, they should inform other members of this fact.
- Unless specifically stated, deliberations during meetings are not confidential, though specific statements should not be attributed without prior consent.

External Communication Guidelines:

- Generally, when speaking to the public or to the press each CAP member should speak on behalf of themselves or their affiliated group only.
- Members will seek to accurately portray decisions reached at meetings and to avoid undermining the consultation process by airing conflicts that may arise within or among the groups.
- CAP members who prefer, may refer inquires from the public or the press to Christine Holowacz or ESE.
- CAP meetings are not public and interested members of the public should be directed to the website and encouraged to attend public meetings. If a specific request is made to attend, a community member may attend a CAP meeting as an observer, but no press shall be allowed to attend.

2. Decision-Making Procedures

Decisions related to the EBP process:

- All CAP members, with the exception of representatives of elected officials, have one vote.
- At meetings, the CAP will seek consensus when arriving at decisions. Where consensus cannot be achieved, decisions will be made by a simple majority vote, with the understanding that the State has final right of approval.

Changes to the Collaboration Principles: Any CAP member may propose a change to the Collaboration Principles at any time during the EBP. Decisions to approve the requested change shall be made by consensus or, where consensus is not possible, a simple majority vote.

3. Conflict Resolution Procedures - If a CAP member perceives a conflict with another member, it shall be that member's obligation to address and resolve the conflict with the other member. If the conflict cannot be resolved by the two parties, they shall bring the matter to a CAP meeting to raise the issue for review and resolution. The members not involved in the conflict will listen carefully to the parties to the conflict and seek to mediate the conflict. In any effort to resolve conflict, members will demonstrate respect, willingness to understand and patience with one another.

4. Term

These principles shall apply to both this phase and, as applicable, subsequent phases of the Greenpoint EBP involving the CAP.