

# Advisory Board Operating Guidelines

September 28 2018

The Advisory Board for the Internet of Water has prepared these Operating Guidelines as a complement to the mission and goals established in the Advisory Board Charter. The guidelines are a living document, to be reviewed and updated periodically by the Advisory Board.

## Overarching Principles

The following principles embody the operating philosophy for the Advisory Board. Each principle intends to enhance engagement, communication, and collaboration.

### *1. Facilitate communication, interaction, and collaboration among IoW organizations*

Advisory Board members connect and participate with the Internet of Water (IoW) in their own organization. To get the most value out of the IoW, Advisory Board members should avail themselves of many strategies for facilitating communication, including bringing the insights and lessons learned from their organization to the IoW and bringing the IoW work to their organization. Advisory Board members may encourage and facilitate collaborative projects that generate effective and long-lasting communication activities.

### *2. Develop consensus recommendations from the Advisory Board*

The Advisory Board is most effective to the Executive Director when it speaks authentically and openly. The IoW Chair should, at the end of each decision item on the Advisory Board agenda, summarize the conclusion and assess whether this represents a consensus opinion. These consensus opinions and alternative ideas, where appropriate, should form the essence of the meeting minutes. Meeting minutes will be synthesized and non-attributable to protect the ability of Advisory Board members to speak freely.

### *3. Periodically evaluate Advisory Board operating procedures*

The Advisory Board and Executive Director may revisit operating procedures as the need arises to ensure continuous, clear communication and working relationships. This means that:

- The operating guidelines will be periodically evaluated by the Advisory Board for efficiency and effectiveness and updated as needed.
- The Advisory Board Chair, in collaboration with the Advisory Board and Executive Director, will identify goals for the Advisory Board on an annual basis.

- The Advisory Board Chair, in collaboration with the Advisory Board and Executive Director, will develop metrics on the successfulness of achieving annual goals for the IoW, as well as the goal-specific products detailed below.

## Goal Specific Products

The Advisory Board Charter describes two mission-oriented goals and a list of expected activities for each. This section expands on those goals and specifies products.

### *1. Provide the strategic visioning for the IoW and support the Executive Director's decision making*

In order to ensure relevance of the IoW, the Advisory Board should work proactively with the Executive Director to prioritize efforts and set metrics of success.

Products for this goal include:

- A recommendation to the Executive Director on the annual priorities for the IoW;
- Completion of an annual assessment on meeting those priorities and evaluation of results; and
- The Advisory Board Chair, or their designee, will present a summary of the consensus and integrated opinions of the Advisory Board following each meeting.

### *2. Assist the IoW in identifying collaborators and mechanisms to leverage participation and resources*

Participants in the IoW should greatly benefit by leveraging their ongoing efforts, lessons learned, and resources through collaborations and peer-to-peer learning networks. The Advisory Board should identify opportunities for assisting the IoW with identifying partnerships.

Products for this goal include:

- Facilitating a peer-to-peer learning network for IoW participants that converses on a regular (quarterly or less) basis;
- Compiling and communicating resources to IoW participants (such as use cases showing the value of water data, resources linking together needs with potential solutions, and relevant funding mechanisms); and
- Growing the number of active participants within the IoW.

## Membership and Meeting Protocols

The initial Advisory Board will be elected by the Nicholas Institute for Environmental Policy Solutions at Duke University. Subsequent elections will be made based on the recommendations of the Advisory Board and the Executive Director. Terms for the Advisory Board shall run between 1-3 years with no person serving more than two consecutive three-year terms. No more than 50% of the Advisory Board may rotate off in any given year. If an Advisory Board member must vacate their term early, the remaining members and Executive Director may choose to fill that position. New Advisory Board members may be nominated prior to the annual meeting with votes casted during the annual meeting. Advisory Board members may be removed by a  $\frac{3}{4}$  majority vote, if necessary.

There are to be a minimum of 10, to a maximum of 15, Advisory Board members.

The interim Chair will be Martin Doyle as the PI on the initial funding for the IoW and he will serve as the bridge between the IoW and the funders. The Advisory Board will develop Operating Guidelines for selecting a Chair and Vice Chair in the future.

The Advisory Board will hold quarterly conference line meetings (~1-2 hours) following Chatham rules of non-attribution in minute notes. There may be a few additional meetings within the first 6 months of launching the IoW. The Advisory Board chair will lead these meetings with the assistance of a Vice-Chair. The Advisory Board will meet in person once a year with travel covered by the IoW. Aside from travel coverage, there is no monetary compensation for Advisory Board members.

The Executive Director and Advisory Group Board will jointly develop a meeting agenda and make it available to the Advisory Board at least two weeks in advance of the meeting. Meeting minutes will be written by the IoW Vice-Chair, or a designee. The meeting minutes should focus on describing the issue, a brief description of the conversation (non-attribution), and Advisory Board decisions or recommendations to the Executive Director, including differing points of view. Meeting minutes will be published to provide transparency, but will be non-attribution to ensure Advisory Board members can speak freely.

A subset of Advisory Board individuals may hold more frequent meetings around key decisions. This subset will vary based on the primary need and expertise for the decision. Subset groups are inclusive, meaning any Advisory Board member who wishes to participate in one of these groups is invited to do so. Any Advisory Board member should be available for periodic phone calls seeking advice.

The Executive Director and Advisory Board chair will be the final decision-making authority when there is not consensus within the Advisory Board. The two individuals will have to reach an agreement before moving forward on a controversial decision.