

# **Pennsylvania Game Commission Citizen Advisory Committee (CAC) 2010 Objectives and Process Overview**

---

## **Introduction**

The PA Game Commission has three goals for the deer management program:

1. Manage deer for a healthy deer herd.
2. Manage deer for healthy forest habitat.
3. Reduce deer-human conflict.
4. Manage deer to provide recreational opportunities.
5. Improve the public's knowledge and understanding of deer and deer management.

The Pennsylvania Game Commission's (PGC) deer management program uses local stakeholder groups to provide a Wildlife Management Unit (WMU) specific deer population recommendation. Through a local Citizen Advisory Committee (CAC), comprised of representatives of stakeholder groups within a Wildlife Management Unit (WMU), participants will communicate population recommendations based on consideration of available biological data and the values of the group they each represent regarding deer populations. Through the direct participation in a Citizen's Advisory Committee, stakeholder values will be shared with the Game Commission.

## **Objectives**

Use of Citizen Advisory Committees addresses important needs of the Game Commission:

1. They provide an opportunity for the Game Commission to understand stakeholder values regarding deer management.
2. They provide an opportunity for stakeholders to interact with one another, facilitate communication among, and increase understanding of different stakeholder values and concerns.
3. They provide an opportunity for stakeholders to have direct input concerning a deer population recommendation that ultimately affect all Pennsylvanians.
4. They provide an opportunity to inform stakeholders on the mission of the Game Commission, complexities of deer management, and the importance of proper management.

## **Process**

After enlisting participation from representatives of stakeholder groups, independent facilitators from the Commonwealth's Bureau of Management Consulting will convene an initial meeting of the CAC. The purposes of this meeting include the opportunity for stakeholders to become acquainted, an introduction of the initiative, orientation regarding the process, and an explanation, by Game Commission staff, of the deer management system, including historic and current deer resource information. The facilitators will instruct stakeholders in how they are to gather information from their respective groups to contribute at a second meeting of the CAC.

After four weeks for obtaining stakeholder input, the CAC will convene a second meeting. Without participating in the discussion, Game Commission staff will be available to clarify technical information and answer technical questions. Facilitators will guide the discussion of the committee as members identify, clarify, and explain their concerns relative to how they are affected by deer. The goal is to build consensus among the committee and agree on a recommendation to increase, decrease, or stabilize the deer population in their WMU.

## ***Pennsylvania Game Commission Citizen Advisory Committee (CAC) 2010 Objectives and Process Overview***

---

*Definition of consensus: Consensus is reached if all but one member agrees with the other members.*

If a consensus has been reached, the committee will present the recommendation to the Game Commission in a written format that explains how each stakeholder group's concerns were considered in the decision. Finally, facilitators will ask members to evaluate the process.

If a consensus was not reached at the second meeting, a third meeting may be held to make another attempt. If a consensus cannot be reached among committee members, a recommendation will be made following the guidelines given in the first meeting.

## ***Pennsylvania Game Commission Citizen Advisory Committee (CAC) 2010 Objectives and Process Overview***

---

### **Roles of Participants**

**Advisory committee members** will represent the stakeholder group to which they belong through availing themselves of orientation and information by the facilitators and Game Commission staff. They will pass information to their stakeholder group, obtain feedback regarding the group's perspective, and provide input to the CAC at large. Members are vested with decision-making power on behalf of their groups for the purpose of making recommendations to the Game Commission.

There will be at least one, and no more than two, advisory group members for each stakeholder group. In cases where there are two members, both are required to attend the first meeting, but only one is required to attend and present for the stakeholder group at the second or third meeting.

**Game Commission staff** will serve the committee as advisory members that provide technical information on deer management, including biological data, social data, and necessary background material. Their focus will be on the effects of deer populations and not on technical deer management procedures. They will have no voting or veto power.

**Facilitators** will interview potential stakeholder representatives, and recommend their invitation and appointment to the CAC. They will organize, lead, and conduct meetings with a focus on positive interaction and consensus among members. Finally, they will serve as the point of contact for CAC members.

## ***Pennsylvania Game Commission Citizen Advisory Committee (CAC) 2010 Objectives and Process Overview***

---

### **Ground Rules**

In conducting the CAC meetings, facilitators will begin with recommending the following ground rules to maximize positive interaction and consensus among members. Members will have the opportunity to recommend any additional ground rules they feel may be necessary.

1. Everyone is encouraged to participate.
2. Look for opportunities to learn from one another.
3. Listen thoughtfully.
4. Be open to feedback.
5. Strive for understanding.
6. BMC will summarize and share proceedings with CAC members and Game Commission staff
7. No articles will be written about the CAC process until a final recommendation has been given to the PGC. If an article is written following the final recommendation, authors must respect the privacy of participants.
8. Others may be added by participants.

## ***Pennsylvania Game Commission Citizen Advisory Committee (CAC) 2010 Objectives and Process Overview***

---

### **Operational Procedures**

When convening a citizen advisory committee, the following procedures will be used to ensure continuity, equal representation, and fairness.

1. All members will treat each other and those involved in meetings with respect and courtesy. All member input will be accepted. No input will be suppressed by objection or intimidation by other members.
2. Game Commission staff and outside experts are information providers only. Only committee members have recommendation-making power.
3. Members cannot be represented by alternates or proxy.
4. Since there will be a maximum of two committee meetings, attendance is mandatory. If there are two representatives for a stakeholder group, only one has to attend the second meeting.
5. Consensus is an agreement in the judgment or opinion reached by the group as a whole. All committee members will strive to reach this definition. Majority vote will not be used to make a decision. However, no single individual should be able to stall the process. Therefore, consensus will be reached if all but one committee member is in agreement.
6. If no consensus can be reached, the Game Commission will consider the input of all members as the CAC recommendation.
7. Members pledge to support committee recommendations.
8. Requested tasks and materials are completed and submitted within the specified timeframes.

## **Pennsylvania Game Commission Citizen Advisory Committee (CAC) 2010 Objectives and Process Overview**

---

### **Committee Members Roles and Responsibilities**

1. Members of the advisory committee are such because they represent a stake. A stake refers to the interest someone has in the decisions being made regarding deer management. Members must consider how the outcome of the advisory committee process will affect the stakeholder group they represent.
2. Members are expected to reach out to others within their stakeholder category to obtain their views and opinions about the deer population within the wildlife management unit.
3. Members must be willing to set aside their personal viewpoint and voice the collective feeling of their constituents. This can be confusing when members are often constituents of other stakeholder groups being represented by other members. Nonetheless, every member must understand his or her role within the advisory committee. For example, an agricultural representative may also be a sportsman, landowner, and motorist. Those outside his or her stakeholder group may also approach this representative. While this member should bring this information to the advisory committee, he or she should not factor this view in with the views of his or her constituents.
4. Only those willing to work towards consensus should serve on the advisory committee. The advisory committee represents broad citizen input. All members will have to collaborate to reach a decision. Individuals unable or unwilling to do this should not serve on the committee.
5. The advisory committee will hold a *maximum of three* meetings. At these meetings, information needed by members to make an informed decision will be presented and discussed. Member attendance at these meetings is critical to the advisory committee process. Only individuals willing to make this time commitment should serve on the committee.
6. When there are two members representing a stakeholder group, both are required to attend the first meeting, but only one is required attend and present for the stakeholder group at the second meeting. It is expected the two members will confer and share information on stakeholder feedback they have received for presentation at the second meeting.

***Pennsylvania Game Commission Citizen Advisory Committee (CAC)  
2010 Objectives and Process Overview***

---

**Facilitator Roles and Responsibilities**

1. Aid the Game Commission in identifying stakeholder groups in the WMU.
2. Facilitators will be point of contact for the committee, develop agendas (with aid of the Game Commission) and materials for meetings, and manage meetings.
3. Facilitators are responsible for promoting positive committee interaction.
4. Prepare a written report explaining consensus recommendations and how concerns of each stakeholder group were addressed. Report will follow standard format provided by the Game Commission.

**Pennsylvania Game Commission Citizen Advisory Committee (CAC)  
2010 Objectives and Process Overview**

**Stakeholder Group Definitions and Contact Suggestions**

The following are potential stakeholder groups that could be represented on an advisory committee. As each WMU is unique, so is the stakeholder group composition of each advisory committee. In order for committee members to more accurately represent their group, further explanation of the stakeholder groups are provided below.

<b>Group</b>	<b>Group Description</b>	<b>Examples of Possible Contacts</b>
1. Sportsmen, resident	Represents those who actively hunt deer within the WMU <i>as well as live within the WMU.</i>	Local sportsman clubs
2. Sportsmen, non-resident	Represents those who actively hunt deer within the WMU, <i>but live outside of the WMU.</i>	Personal network, hunting camps
3. Business, direct impact	Represents those whose livelihood is directly affected by deer (taxidermists, processors, etc).	Other direct impact business owners
4. Business, indirect impact	Represents those whose livelihood is indirectly affected by deer (local hotels, gas station, restaurant, sporting goods store, etc).	Other indirect impact business owners, Chamber of Commerce
5. Forest industry	Represents those in the forestry community (forest-related organizations, commercial forester, tree farm cooperators, etc.).	Woodland owners associations, PA forest stewardship association, consulting foresters
6. Ag-Orchard/ Commercial nurseries	Represents those in the orchard and commercial nursery industry	County cooperative extensions, county conservation districts
7. Ag-Cash Crop/Livestock	Represents those in the cash crop and livestock industry.	County cooperative extensions, county conservation districts
8. Rural non-farm landowners	Represents those in the WMU that live in a rural area, <i>but do not farm.</i>	Personal network
9. Homeowners affected by deer	Represents those in the urban/suburban parts of the community ( neighborhoods, subdivisions)	Homeowners associations, personal network
10. Public landowners	Represents public landowners in the WMU.	State parks/forests, county parks, federal parks/forests
11. Conservationist	Represents those with an interest or vocation in conservation.	Local bird and nature clubs, watershed associations, conservancies
12. Highway safety agency	Represents those concerned with public safety on roadways.	Municipal police departments, PA State Police, townships or borough representatives