Underground Damage Prevention Coalition

General Operating Procedures

Article I. Purpose

The purpose of the Ohio Underground Damage Prevention Coalition (OUDPC) is to promote public safety; a dedicated group of leaders who serve their industries and communities by working to create and advocate for legislation that will enhance public safety and address the needs of the excavation damage prevention industry within the Ohio Revised Code (ORC). At a minimum, the Underground Damage Prevention Coalition will biennially evaluate the Ohio Revised Code as it relates to underground damage prevention. These efforts will make Ohio a safer place to live and work.

Article II. Coalition Membership and Voting Rights

A. Every attempt will be made to ensure Coalition membership includes adequate representation of all stakeholders; including, but not limited to the following industries:
    1. Contractors/Commercial Excavators
    2. Designers
    3. Locators
    4. Municipal/Government Entities
    5. Utilities
    6. Statutorily Recognized Utility Protection Services

B. Statewide industry associations representing the above referenced industries, or government entities not represented by a statewide trade association, will be invited to participate in the Coalition. Each of these identified groups, for the purposes of conducting Coalition business, will have one vote.

C. Any stakeholders who wish to serve on the Coalition, which were not members of the Coalition as of October 9, 2023, will be referred to the Coalition officers for participation consideration. The Coalition officers will analyze stakeholders based on criteria established by the Coalition and make a recommendation on voting rights to the full Coalition. Voting rights will be authorized by a consensus vote of the full Coalition.

Article III. Meetings and Communications

A. Meetings will be held the fourth Thursday on the first month of each quarter~~,~~ and at other times as deemed necessary and scheduled, rescheduled, or cancelled in accordance with the schedule of the majority of the Coalition.

B. Time of meeting shall be from 10 a.m. – 2 p.m. ~~-~~Meeting times may be changed, rescheduled, or cancelled when deemed necessary by the Co-Chairs, and when appropriate notice is provided to all Coalition members.

C. Special meetings may be called when deemed necessary by the Co-Chairs, and when advanced notice is provided to all Coalition members. Any Coalition member may at a regularly scheduled meeting request a special meeting, and if approved by majority vote among members present, a meeting date shall be set. Special meetings shall be limited to the stated purpose. The special meeting date and purpose must be communicated in advance to all Coalition members.

D. Members may have a representative attend any meeting if they are unavailable. It is the responsibility of the Coalition member to ensure that their representative is well-educated on Coalition issues and fully prepared to represent the member's company/constituents' interests and concerns. Representatives may vote on behalf of the member they are representing.

E. Coalition members are responsible for providing updated contact information to the Secretary; including, phone number, email address, and mailing address.

F. Coalition members and their representative are responsible for confirming their attendance at each meeting by signing the attendance roster.

Article IV. Coalition Officers: Positions, Qualifications and Duties

Coalition officers shall be elected by a majority vote of the members present as needed to fill any vacancy, to the following positions and duties:

Coalition Co-Chairs: Shall be held by a contractor representative and a utility representative to ensure balanced stakeholder representation. Co-Chairs will create and publish an agenda in advance of each meeting in order to efficiently facilitate and manage the process, preside over meetings, work with Secretary and Subcommittee Chairs to facilitate and oversee progress of the Coalition's work.

Coalition Secretary: Non-voting member, represented by OHIO811. Handles all administrative functions for the Coalition including, but not limited to:

- Recording and distributing meeting minutes;
- Maintaining member contact information, attendance roster and meeting minutes, which document consensus agreements and dissenting opinions by members on issues;
- And notifying members of meetings and activities.

Article V. Coalition Proceedings

A. All Coalition members should try aggressively and honestly to ensure effective communications, and to represent their company's/constituents' interests. All Coalition members are expected to participate in all Coalition meetings and discussions with an open mind and to vigorously and honestly attempt to achieve consensus on Coalition matters.

B. In the event that the Coalition member (or their designated representative) are unable to attend, then that member will be noted as "absent" on the attendance roster and will forfeit their right to vote on any issues addressed at that particular meeting.

C. All recommended revisions/amendments to the Ohio Revised Code regarding underground damage prevention will be adopted by the Coalition through a consensus vote.

Consensus Process: Consensus means arriving at a common decision and legislative language supported by three fourths of the voting Coalition members (or their designated representative) in attendance. A consensus agreement is a decision made that may not be the first choice of all Coalition members, but for which all members indicate they will accept and support. This may involve a great deal of discussion and may involve some compromise among Coalition members. This ensures that all aspects of input from the various interest groups and individual experiences are fully discussed and understood before a decision is made. Coalition members are expected to achieve consensus. Thus, Coalition members should carefully inspect and consider their positions on non-consensus issues and attempt to achieve consensus. If the Coalition reaches an impasse and the Co-Chairs determine that it simply will not achieve consensus at that time, dissenting opinions on that issue will be documented on the Coalition meeting minutes by the Secretary and the issue will be tabled or referred back to a Subcommittee for continued evaluation. Consequently, the Coalition will not recommend change to the current revised code on that issue. At the Co-Chairs discretion, the issue may be revisited at a later date. When deemed necessary through a consensus vote by the full Coalition, a majority vote on a non-consensus issue will be taken when in the interest of most stakeholders. Again, Coalition members are expected to try vigorously and honestly to reach consensus. However, in the circumstance where unanimous support is not reached, all minority opinions have the opportunity to be heard.

D. Coalition minutes and other documentation shall be corrected/accepted at each meeting following the meeting in which they apply.

E. Rules of Engagement: The following guidelines should be followed to facilitate flow of information and enhance consensus building:
   - Focus on safety and damage prevention. Keep the discussion focused on issues
   - Actively participate as part of the team in order to fulfill the Coalition's goals.
   - Actively listen when someone is speaking; listen to <u>understand</u> and not necessarily to respond.
   - DO not interrupt others.
   - Respect all communication styles and personalities.
   - Keep comments brief and to the point.
   - Be hard on issues and soft on people.
   - Refrain from sidebar discussions.
   - Review/read required materials and be knowledgeable about prior meeting minutes.
   - Work a problem with consideration that everyone is doing their portion of the work diligently. Avoid the mindset that… "they can't do it now, how will they ever do it under the new regulation."
   - When consensus is reached on an item, be professional whether you agree or disagree.
   - While you are here to represent your industry and your organization, it is important to rise above that and consider the safety of all Ohioans and the greater good of the industry.

Article VI. Coalition General Operating Procedures

The general operating procedures may be changed only when proposed changes are submitted in writing to the Secretary for consideration by the Coalition Co-Chairs. The Coalition officers will review all changes submitted and make a recommendation to the full Coalition. Changes will be adopted if approved by consensus vote of the Coalition Members (or their designated representative).

Article VII. Subcommittees

The Coalition officers will identify and recommend appropriate Subcommittees necessary to providing continual evaluation of the Ohio Revised Code as it relates underground damage prevention. Only those Subcommittees which receive a consensus vote from the full Coalition will be established.

The Coalition will strive to achieve balanced representation with regards to Subcommittee establishment. The Coalition will do so based on the availability of respective industries and their willingness to participate.