



Buildable Lands Program Advisory Committee Meeting and Decision Protocols

We will

- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Let others finish before speaking.
- Share the air – let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process.
- Focus questions and comments on the subject at hand and stick to the agenda.
- When discussing events or issues of the past, apply them productively to the present discussion and purpose of the committee.
- Seek to find common ground.
- Put cell phones on silent mode.

Other meeting protocols

- Meetings will end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.
- Meetings will be facilitated.
- We will make an effort to attend all meetings and will prepare for meetings by reading materials in advance and arriving on time.
- If we have an unavoidable conflict that requires us to be late or absent, we will notify staff in advance of the meeting, and may send written comments on the materials to staff to share with other members during the meeting. An alternate may attend, observe, and comment as a member of the public, but may not participate as a member of the committee (including for voting).

Accessibility to the public

- While the primary purpose of the committee meetings is to provide a forum for deliberation, all meetings will be open to the public.
- Meetings will be documented through summaries and recordings available to committee members and the public. Summaries will be reviewed and approved by the committee at the following meeting. Draft meeting summaries will be made available to the committee and the public a minimum of one week prior to the following meeting.

- Public comment will be accepted during a designated time on the agenda for each meeting, up to three minutes per individual.
- At the discretion of the facilitator, additional public comments may be provided during substantive review of workplan topics.
- Interested members of the public may provide comments in writing. Written comments should be submitted to staff for distribution to the committee and to be included in the written record for this project. All written comments received by staff will be provided to the committee at or in advance of the following meeting.

In other communications, members will

- Be free to speak with each other about issues and in ways that support the group process. Do not take actions or discuss issues in any way that undermines the group process.
- Call or email the staff with information that the other members need to be aware of. When sending information by email for distribution, note whether the information is of a critical nature or just background information.
- Notify staff about any communications with the news media.
- Communicate with our respective constituents and their decision-making bodies to ensure that our constituents are well informed of the group's discussions and progress and to ensure that issues are identified that need to be communicated to the rest of the committee.
- Disclose any direct conflicts that any of us have regarding a decision or recommendation to be made by the committee. These conflicts will not prevent the member from participating in discussions or decisions of the group.
- Be free to testify to the County Council or other decision-making bodies in writing or in person on issues before the committee as an individual (not on behalf of the committee)

Decision making

- The committee will make recommendations to the County Council.
- The committee will be notified in advance and receive critical materials at least a week in advance of any meeting at which the committee will make an official recommendation. Agendas will also indicate items that require an action from the committee.
- At least half of the appointed committee members must be present for the committee to make an official recommendation; however, the committee may conduct other business even if less than half of the appointed members are present.
- The committee will work toward consensus: a recommendation that all members can live with, even if it is not their preferred solution.
- If it is clear consensus cannot be reached, then a two-thirds majority of those present will be required for an outcome to be presented as a committee recommendation. Other views will also be recorded in the meeting summaries and forwarded to decision makers.
- If a two-thirds majority cannot be reached, then there will be no recommendation from the committee and all perspectives will be forwarded for consideration by the decision makers.



- For major committee recommendations, strive to allow additional time for public comment before finalizing a recommendation. For instance, when feasible, this could include forming a preliminary recommendation at one meeting and confirming or revisiting that recommendation at the next meeting.
- Respect group decisions as final unless the group as a whole reaches consensus that a decision needs to be revisited.