



TASK FORCE PROTOCOLS

FINAL

As members of the task force, we choose the following protocols for working together.

MEETING PREPARATION and PARTICIPATION

We agree to:

- Attend all meetings;
- Prepare for meetings by reading materials in advance and arriving on time;
- Notify staff if we have an unavoidable conflict that requires us to be late or absent, and following the absence, read materials and get briefed on the information presented, deliberations and outcomes of the meeting;
- Missing 4 consecutive meetings may result in removal from the task force. This decision will be decided between the task force Chair, facilitator and Project Manager.

MEETING CONDUCT

During meetings, we agree to:

- Listen carefully and respectfully, seeking to understand each other;
- Actively participate in the discussion by contributing your perspective and asking questions;
- “Share the air” -- letting others wishing to contribute speak once before speaking again oneself;
- Make points succinctly and clearly. If someone has made a point that you agree with, consider voicing your agreement without repeating the same point to conserve time and keep discussions on track.
 - The meeting facilitator may bring tools to help advance the discussion.
- Keep things transparent.
 - Bring information to the table that is relevant to the conversation; the group can’t address issues that aren’t raised during meetings.
 - Silence could be construed as acceptance. Task force members agree to fully participate in decision-making by sharing feedback and opinions with the facilitator and each other at meetings and between meetings.
 - Share information with the group about simultaneous processes and other things you are working on.
- Focus on the subject at hand and help the group stick to the agenda;
- When referring to the past, link it productively to current discussions; and
- Put cell phones on silent mode and avoid looking at cellphones, avoid side conversations, and be courteous and judicious with the use of laptops or tablets.

MAKING TASK FORCE RECOMMENDATIONS

- We will strive to make decisions on recommendations by consensus, understanding that our recommendations to the NCPRD and Clackamas County are strengthened by high levels of agreement. Consensus is achieved when all members can accept and will support the decision. Task force decisions will be understood as the most viable choice for the community and the overall project, even if it may not be each individual member's personal preference.
- If it is clear consensus cannot be reached, then a 3/4 majority of the voting members **present** will be required for an outcome to be represented as a recommendation of our task force. If this level of agreement cannot be reached, then there will be no recommendation from the task force and all perspectives will be forwarded for consideration by the Board of County Commissioners.
- Minority opinions may be noted in the final recommendations of the Task Force, if requested by Task Force members.
- A majority of members, attending in person will constitute a quorum for any decisions made at that meeting.
- Although we will not use alternates or proxies, we will consider written comments from our fellow members when they are unable to attend.
- Decisions will be respected as final to avoid backtracking, unless the task force as a whole agrees there is sufficient new information to reconsider a previous decision.

COMMUNICATION AND PUBLIC COMMENT

- All emails and other forms of communication (text messages, social media, etc.) regarding task force business are considered public record. As such, they are subject to review from anyone upon request. With that in mind, all communication regarding the task force must follow the guidance provided by Clackamas County Counsel. (See task force notebook for County Counsel guidance memo.)
- The meeting packet and notification of the next meeting will be made available to all task force members and the public at least one week in advance of the next scheduled task force meeting. At the next meeting, the task force will be requested to approve, or approve with changes, the meeting notes from the prior meeting. Approved notes will then be made available to the public.
- While the primary purpose of the task force meetings is to provide a forum for the work of the task force, meetings will be open to the public.
- Time will be included in each agenda for public comment. Those who wish to provide comment should check in with County staff before the start of the meeting. The length of individual comments will be limited based on the number of individuals who wish to address the task force but should be no more than three minutes. The Task Force Chair and the Facilitator will work together to decide on the best time in the agenda for public comment.

- Interested members of the public are encouraged to provide more thorough comments in writing. All written comments will be circulated to each member of the task force.

EXTERNAL COMMUNICATIONS

Outside of task force meetings members agree to:

- Support the group process in communications with others and with each other; and follow the County Counsel guidance on external communications.
- Members are free to speak about their own experience on the task force as an individual, but may not to speak for the group. Inquiries about the task force requiring a comprehensive response should be referred to the project manager;
- Copy project manager on any emails about the project;
- Communicate with the community to ensure that they 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 task force; and
- Contact project manager regarding suggestions to help future meetings and activities work more effectively.

ROLE OF THE CHAIR AND VICE-CHAIR

The task force Chair will have the following responsibilities:

- Preside over all meetings, and preserve order and decorum at task force meetings
- Act as a point-of-contact between project manager acting on behalf of County officials and the task force
- Work with the facilitator to draft meeting agendas
- Ensure a balance of opinions is heard in meetings, and that any final recommendations reflect the comprehensive discussion of the task force.

The Vice-Chair shall aid the Chair and perform the duties of the Chair in his/her absence.