

## **PROTOCOL for**

### **Park Avenue Community Advisory Committee**

**DRAFT: August 26, 2019**

As members of the Park Avenue Community Advisory Committee, we choose to abide by 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 three consecutive meetings may result in removal from the task force. This decision will be decided between the task force chair, vice chair 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.
- Raise your nameplate to indicate your desire to speak.
- Share the air -- let others who want to talk speak before you speak again on the same topic.
- 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.
- Be open and transparent with your colleagues on the committee.
  - Bring information to the table that is relevant to the conversation, remembering that the group can't address issues that aren't raised during meetings.
  - Fully participate in decision-making by sharing feedback and opinions at meetings, keeping in mind that silence can be construed as acceptance.
  - Share information about related processes and issues on which you are working.
- 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.
- Put cell phones on silent mode, avoid looking at cellphones and side conversations, and be courteous and judicious with the use of laptops or tablets.

#### **MAKING COMMITTEE RECOMMENDATIONS**

- We will strive to make decisions on recommendations by consensus, understanding that our recommendations to the project leadership and Clackamas County Board of Commissioners are strengthened by high levels of agreement. Consensus is achieved when all members can accept and will support the decision. Committee decisions will be understood as the most viable choice for the community as a whole, even though it may not be each individual member's personal preference.

- If it is clear consensus cannot be reached, then a two-thirds majority of voting members **present** will be required for an outcome to be represented as a committee recommendation. If this level of agreement cannot be reached, there will be no recommendation from the committee and all perspectives will be forwarded for consideration.
- Minority opinions may be noted in final recommendations, if requested by committee members.
- A majority of members attending in person will constitute a quorum for 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 committee 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 committee business are considered public record and, as such, are subject to review from anyone upon request. With that in mind, all communication regarding the committee must follow guidance provided by Clackamas County Counsel.
- The meeting packet and notification of the next meeting will be made available to committee members and the public at least one week before the next scheduled meeting. At the next meeting, the committee will be asked 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 committee meetings is to provide a forum for the work of the committee, meetings will be open to the public.
- Time will be included in each agenda for public comment. The length of individual comments will be limited based on the number of individuals who wish to address the committee, but will be no more than three minutes.
- 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 committee.

## EXTERNAL COMMUNICATIONS

Outside of committee meetings, we agree to:

- Support the group process in communications with others and with each other; and follow County Counsel guidance on external communications.
- Speak about my own experience on the committee as an individual, but not speak for the group, and refer inquiries about the committee that need a full response to the staff liaison.
- Copy the project manager on any emails about the committee's work.
- Communicate with the community to inform them 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.
- Contact the project manager about suggestions to help future meetings and activities work more effectively.