

## COMMITTEE MEETING GROUND RULES AND PROCEDURES

### SUMMARY

The Barrio Logan Community Plan Update Stakeholder Committee (Committee) includes people with diverse backgrounds and a range of viewpoints. As a result, the meetings will require experienced meeting management and facilitation, as well as an environment founded upon respect and consideration for all ideas and input.

The consultant team and City staff will lead the Committee meetings and will use the following guidelines that are outlined below to manage the sessions:

1. Ground Rules
2. Public Comment
3. Procedures
4. Documentation
5. Media Contact

### 1. GROUND RULES

#### *Respect for others*

Committee members will respect the comments and contributions of other committee members, city and consultant staff as well as members of the audience. To allow for respectful dialogue, the following will be applied to all meetings of the Barrio Logan Community Plan Update Stakeholder Committee.

- Avoid speaking out of turn or talk over another speaker. Committee members and members of the audience will be called on by the facilitator.
- Members of the audience will have an opportunity for public comment during each section of the agenda.
- Individuals speaking out of turn that are disruptive will be warned and can be asked to leave the meeting.
- Robert's Rules of Order will be applied for discussion on items on the agenda that the Committee will be taking action on.

#### *Resolve conflicts*

The meeting facilitator will work with Committee members to resolve potential conflicts/concerns and to keep these issues from escalating into disputes.

- Keep to your point and avoid personal attacks on others.

- No shouting at other Committee members, city or consultant staff and members of the audience.

### ***Consensus-based process***

The meeting facilitator will lead a consensus-based dialogue as the Committee reviews the data presented. This process will be used to arrive at Action Items for the Committee to take action on at the next meeting, however it is possible that not all meetings will have action items.

- Consensus does not require that all members of the Committee agree to share the same opinion on a specific topic.
- There is consensus when all members agree that major interests and concerns have been sufficiently considered and addressed.
- Not all members need agree to particular points or solutions with the same enthusiasm as others.
- There is substantial consensus when it is agreed that, given the range of possible courses of action, gains, tradeoffs, and considering the available options and current conditions and circumstances the group has reached a conclusion.

### ***Arrive on time***

All meetings will begin at the published time. In fairness to those who are on time, items covered in the meeting will not be repeated for latecomers. Late arrivals will need to obtain missed information from others after the meeting.

### ***Teamwork***

The Stakeholder Committee functions as a forward moving team, working in an atmosphere of cooperation and collaboration.

## **2. PUBLIC COMMENT**

Members of the public will have opportunity to participate in the meeting through the following methods.

- Provide oral public comment during all segments of the agenda.
- Write comments on comment cards provided at every meeting.
- Submit general thoughts and ideas about anything related to the Barrio Logan community and the Community Plan Update. By writing them on a "comment wall" that will be available at every meeting.
- Time limits may be used for public comment.

## **3. PROCEDURES**

### ***Review materials***

Background information, prior studies and other relevant materials will be provided to the Committee by the planning team. Members agree to carefully review all materials provided to them for consideration and

discussion at upcoming meetings. The Committee members may request additional project information from the planning team as needed. The planning team will make every effort to provide these materials at the following Committee meeting.

### ***Meeting attendance***

Committee Members make a commitment to attend all meetings. If there are unavoidable schedule conflicts, their inability to attend will be communicated to the Barrio Logan Plan Update Project Manager, Lara Gates (619-236-6006). After more than three consecutive absences, the following process will take place to replace the Committee member.

- City staff will announce the third consecutive absence at a noticed Committee meeting and indicate that an alternate from the initial lottery will be selected at the beginning of the next meeting by drawing a name from the pool of alternates.
- The alternate will then be seated on the Committee after their name has been selected.
- If an alternate is not available to participate, the same application and lottery process will be used to select a new representative for this category.

### ***Change in Committee membership***

The Barrio Logan Community Plan update process is a very important process and is expected to occur over a significant length of time. As such, Committee members are expected to commit time to the process. Due to unforeseen circumstances, there may be instances when a Committee member and/or alternate will need to resign. In this event the following will apply.

- The Committee member will notify Lara Gates, Barrio Logan Community Plan Update Project Manager, in writing of their resignation as soon as possible.
- City staff will add the selection of a new member from the alternate pool to the next agenda and indicate that an alternate from the initial lottery will be selected at the beginning of the next meeting by drawing a name from the pool of alternates.
- The alternate will then be seated on the Committee after their name has been selected.
- If there is no designated alternate, the application and lottery process used to select the initial group of Committee members will be used to select a new representative for this category.

#### **4. DOCUMENTATION**

An audio recording will serve as the official record of each meeting and will be available upon request. The major points from each session will be synthesized in a meeting summary memo, which will be distributed following each meeting.

#### **5. MEDIA CONTACT**

As representatives of the Barrio Logan Community Plan Update Stakeholder Committee, Committee members will not discuss the collective views of this group with members of the media. All media inquiries should be directed to City Staff project manager, Lara Gates. However, a Committee member may choose to reflect his/her own personal opinion or the point of view of the organization they represent.