

Proposed Operating Principles

February 6, 2012

1. Meeting Protocols. During meetings, we will:

- 1.1. Provide an opportunity for all members to express their views.
- 1.2. Let others speak once before speaking twice.
- 1.3. Seek to learn and understand each other's perspective.
- 1.4. Encourage respectful, candid and constructive discussions.
- 1.5. Seek to resolve differences and reach consensus.
- 1.6. Focus questions and comments on the subject at hand and stick to the agenda.
- 1.7. Put cell phones on silent mode.

2. Alternates and attendance

- 2.1. Each member may designate one alternate who will receive all committee communications, abide by the committee protocols and, when serving in place of the committee member, participate in group discussions and actions.
- 2.2. If any member has an unavoidable conflict, the designated alternate will attend in his or her place. If there is no alternate, the member will inform staff in advance that he or she will be unable to attend, and may send written comments for the committee to consider in its deliberations.
- 2.3. Teleconferencing will be available for meetings. The chair will make a special effort to ensure that members on the phone are included.
- 2.4. It is the responsibility of the member and alternate to stay fully briefed on all committee meeting discussions and deliberations.

3. In preparation for meetings:

- 3.1. Proposed meeting agendas will be drafted by staff and Committee Chair.
- 3.2. Agendas will identify items on which the committee will be asked to take action.
- 3.3. Members will notify staff regarding any suggestions for changes to the agenda.
- 3.4. Materials will be provided to both committee members and alternates one week in advance of meetings.
- 3.5. Members will prepare for meetings by reading materials provided in advance and arriving on time.
- 3.6. Meetings will start and 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.
- 3.7. Staff will prepare meeting summaries listing key actions and discussion points. Draft meeting summaries will be provided to the committee for correction and comment.

4. Accessibility to the Public:

- 4.1. While the primary purpose of the committee meetings is to provide a forum for the deliberation of the committee, meetings will be open to the public for observation.
- 4.2. A limited amount of time during each meeting will be reserved for public comment. The length of individual comments may be limited by the Chair based on the committee's schedule.

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4.3. Interested members of the public are encouraged to provide comments in writing. All written comments will be provided to all members of the committee.

5. External Communications. Outside of committee meetings, we will:

- 5.1. Support the group process in our communications with others and with each other, being careful to discuss sensitive issues in ways that are respectful of each other and of the interests of the group as a whole.
- 5.2. Address emails discussing issues related to committee recommendations that are intended for distribution to other members of the committee through DLCD staff, who will then forward them on to other committee members.
- 5.3. 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.
- 5.4. A person's participation on the committee does not preclude that person from taking a public position on behalf of themselves or others that is contrary to the position taken by the committee. However, individuals will not represent their personal views as views of the committee when engaged in other forums where the same issues are under discussion, including contacts with the press or representatives of the Legislature.
- 5.5. Call or email staff with information that the other members need to be aware of, including communications with and expected coverage by news media.
- 5.6. The committee may establish subcommittees to develop proposed recommendations for the full group to consider, or to assist on a draft document. Subcommittees will follow the same protocols as the full committee.

6. Decision Making

- 6.1. The committee will decide on recommendations to the Land Conservation and Development Commission.
- 6.2. The committee will strive for full consensus. Full consensus is the point at which all participants can support the decision as the most viable choice for the group as a whole, although it may not be everyone's personal favorite. If it is not possible to achieve full consensus, the committee will move forward with consensus minus two: no more than two participants are unwilling to accept the decision.
- 6.3. If the committee cannot reach consensus minus two, at least two thirds of the participants must agree in order for that agreement to be characterized as a recommendation of the committee, and dissenting opinions will be forwarded. Where the committee cannot agree on a recommendation, staff will provide two or more "alternatives" for LCDC review, and in addition, the Chair will report the "vote" of the committee on the alternatives.
- 6.4. Members who disagree with the consensus or majority recommendation may provide "minority opinions" to the commission.
- 6.5. Once the committee has reached a decision, it will not be revisited unless two thirds of the committee votes to do so.