

Multnomah County Comprehensive Plan Update Community Advisory Committee

Final Approved Protocols

February 25, 2015

Introductory statement:

This Community Advisory Committee is a collaborative group whose purpose is to assist with updating the Multnomah County Comprehensive Plan. We will provide feedback and recommendations to Multnomah County staff. We agree to the following protocols as a basis for how we will work together effectively and in good faith both within and outside of our meetings to carry out our purpose.

Meeting Ground Rules:

As members of the committee, we agree to:

- Treat everyone with respect.
- Listen carefully with the intent of understanding. We acknowledge that listening is not the same as agreeing. If others don't agree with me, that doesn't mean they didn't listen to me.
- Share the air – let others finish before speaking, and let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process, and recognize that silence will be interpreted as acceptance of the direction of the group.
- When discussing the past, link the past to the current discussion constructively.
- Avoid side conversations while the meeting is in progress.
- Focus questions and comments on the subject at hand and stick to the agenda.
- Seek to find common ground.
- Turn off or put cell phones on silent mode.

Other meeting protocols:

We agree to:

- Support the facilitator in ending meetings 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.

- Attend all meetings and prepare for meetings by reading materials in advance and arriving on time.
- If a member misses a meeting, it is his or her responsibility to catch up on what occurred at the missed meeting, rather than expect the entire committee to backtrack for the benefit of that one member.
- Step down from our position on the committee if we miss three or more consecutive meetings.
- Notify staff if we have an unavoidable conflict that requires us to be late or absent.
- A quorum constitutes the majority of voting members. A quorum is required for a vote on any official recommendation of the committee, but not to hold a meeting.

Multnomah County Staff agrees:

- To provide advanced notice of meetings and will make every effort to circulate meeting materials the CAC needs for making recommendations a full week in advance of meetings.
- To document issues raised during the meeting but not on the agenda, so the issue can be revisited at a later time.
- To replace members if two or more members from the same part of the county (east or west) step down from the committee or if three or more members resign regardless of geographic area. Replacements will be made from the same geographic area (East or West County) as the member who is being replaced.

Accessibility to the public:

To ensure a transparent, accessible process, we will:

- Hold our meetings open to the public.
- Provide a public comment opportunity at each meeting, recognizing the primary purpose of the committee meetings is to provide a forum for the deliberation of the committee. The facilitator will assess the need for and manage the timing of a comment period. Individual comments will not exceed three minutes.
- Review information on public input from related public outreach activities.
- Encourage interested members of the public to provide more thorough comments in writing; we will review all written comments submitted to the committee.

Communications:

Regarding communications outside of meetings, we will:

- Be free to speak with each other about issues and in ways that support the group process, and will 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 and the project team need to be aware. Communications to the committee should be sent through staff. If there is need for a discussion forum on a particular topic, staff will be responsible for setting up and managing the parameters of the forum.
- Avoid last minute surprises. If an individual or group is proposing new language for committee recommendation, the proposed language must be given to staff at least five days prior to a scheduled meeting in order for it to be circulated to the entire committee for review at that meeting.
- Be free to speak on our own individual behalf to the press or officials in ways that advance and support the group process, and will notify staff about any communications of this nature. We will not appear to represent the whole group without prior agreement of the group. We will work to resolve disagreements within the group before involving the press or officials.
- Communicate with our respective constituents and/or community members, if we represent a particular interest group, to ensure that they are well-informed of the group's discussions and progress and to identify issues that need to be communicated to the rest of the committee.

Making Recommendations:

- We, as a committee, will make recommendations to the project team (County Planning staff and consultants). Our recommendations will be shared with the Planning Commission and Board of County Commissioners.
- When making recommendations:
 - We will work toward consensus setting aside personal interests in order to seek the best solution for all stakeholders. (Consensus is the point at which all members can support the decision as the most viable decision for the group as a whole, although it may not be an individual's personal favorite.)
 - If consensus cannot be reached, mediation will be used to help reach consensus.
 - If it is clear consensus cannot be reached after mediation, then a two-thirds majority of voting committee members present, if quorum is met, will be required for an outcome to be represented 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 a staff recommendation based on input and discussion from the committee. Other views will be recorded in the meeting summaries and shared with decision makers.
- We will respect group recommendations as final unless the group as a whole reaches consensus that a recommendation needs to be revisited.

Multnomah County Staff agrees:

- To provide all committee recommendations made during CAC meetings to the Planning Commission and the final decision-makers, the County Board of Commissioners, for consideration.
- At the time the CAC is making recommendations, to provide the best available expertise on the subject so the CAC has the information needed to make lasting suggestions.
- Avoid surprises. Raise issues or concerns with the CAC as early as possible.
- To submit CAC recommendations to the County Attorney for legal review. If modifications for compliance with state law and case law are required, inform the CAC of those changes.
- To inform CAC members of staff recommendations made to Planning Commission and the Board of County Commissioners, in particular if they are different from a CAC recommendation, including the basis for the proposed change to the CAC's recommendation.