



Charter Committee Group Agreements

As a committee, we agree to approach this work in good faith, with honesty, openness and willingness to work together. This includes building trust and assuming good intentions in others and ensuring that our behavior supports a successful process. We will work with each other and staff to address issues as they arise, utilize tools to ensure clear communication and robust participation, and meet the communication needs of members. This set of working agreements will help guide our process and will be a living document that we can revisit as needed (with the agreement of a majority of the group).

- In discussions, challenge ideas rather than individuals.
- Assume positive intent, tend to impact.
- Approach different opinions with curiosity, listen to understand.
 - Self-expression looks different for everyone. Ask questions in a neutral way, seeking understanding.
 - Practice active listening (for example, take a breath and listen to what is really being said, reflect what you've heard, ask clarifying questions).
 - Be willing to be uncomfortable, especially in disagreement.
- Keep the needs and concerns of the local community and the larger region at the forefront of the work.
- Reach out to the facilitator and co-chairs to incorporate tools to ensure folks are heard and have space to contribute.
- Collaborate rather than compete; there are lots of ways to approach issues.
- Share your knowledge and truth and speak from your own experience.
 - Beware of "expertise": we all bring our experience and knowledge to this process
 - Recognize that everyone is also learning in this process.
- Be mindful of your participation and the space you occupy in meetings: step up and step back (take space, make space).
 - Practice WAIT: Why Am I Talking; Why Aren't I Talking
 - Hold silence to give folks space, but also step up if you have something to say
 - Choose the most important things you want to share, then take a step back for others.
- Ask for clarification when you need it:
 - Point out jargon when you hear it: use the "jargon giraffe" if needed (hold a hand in the shape of a giraffe - with pointer and pinky up, and thumb meeting two middle fingers)
- Members commit to the spirit of transparency and sharing their interactions with the public on charter review. This includes referring members of the public to the formal public comment mechanisms to submit ideas.

Commented [KO1]: This will be determined through the committee's discussion on decision making



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- Notify committee co-chairs and Multnomah County staff of any media inquiries and refer requests for official statements or viewpoints to staff. Committee members will not speak to media on behalf of the committee or Multnomah County, but rather only on their own behalf.
- Notify co-chairs and program coordinator as early as possible if you are unable to attend a meeting.
- As much as possible, the committee and staff commit to sharing materials in advance.
- Members are invited to share feedback with staff and facilitator on ways to improve the committee's processes and systems.

Commented [KO2]: Part of this is included in the bylaws, as well, but it is valuable to let meeting organizers know in advance (when possible) when you cannot attend a meeting so we can plan accordingly. This is especially important if a larger number of members aren't able to attend a meeting so we know whether or not there will be a quorum that will allow those who are present to move forward with committee business.