

TO: TOWN COUNCIL

FROM: TOWN MANAGER

RE: CONSENT ITEM
PUBLIC MEETING GUIDELINES

ISSUE

Meeting ground rules came out of the February 2010 goal session and Mayor Liss would like to confirm the guidelines and have Council, Planning Commission and Park Recreation and Open Space Committee use them when conducting meetings.

RECOMMENDATION

Approve meeting ground rules as listed and distribute to the Planning Commissioners and Park, Recreation and Open Space Committee Members.

MONEY

There are no costs to adopt these guidelines for meetings.

CEQA

There are no CEQA issues in adopting guidelines for meetings.

DISCUSSION

In the course of the February 2010 goals session meeting guidelines were developed to keep the meeting going and accomplish the work that was scheduled to be done. After the meeting it was suggested that the guidelines would be good for any meeting. Council may wish to have them memorialized in a sign for the Depot meeting room. Mayor Liss asks that Council approve the guidelines for use by the Council and distribute them to the Planning Commission and Park, Recreation and Open Space Committee for use in their meetings too.

Loomis Public Meeting Guidelines

- Take turns in order around the table so everyone contributes: diverse ideas and different perspectives result in better outcomes
- No need to duplicate what others have said - just say I agree and add new thoughts
- Reserve stating positions until all questions of facts are on the table, and the public has contributed their input
- One person speaks at a time as directed by the Chair of the group - listen respectfully to what each person is saying to understand other views and avoid interrupting
- During group discussion, hold to 1-2 minutes to make a point and no storytelling; if need more time than that, request additional time in advance from the Chair

- Do your homework: read all of the staff reports and clarify facts with staff and others in advance of meeting so meetings can focus on developing the best collective understanding of the project or issue
- Seek solutions that work for everyone on all items as it's valuable to all to understand different perspectives, even if we don't agree after careful consideration (if no consensus, majority rules by vote)
- Listen as an ally - build on other people's ideas and comments
- Tangential issues should be recorded for later follow-up and discussion
- Place cell phones on vibrate so they don't interrupt the flow of discussion
- Test all electronic connections (e.g., power points, if those are to be used) before meeting starts
- No snide comments or disrespectful remarks
- All members of the group share responsibility for improving touchy situations
- No □personal□ comments or attacks; focus on process, outcomes and facts, not personalities and individuals
- Focus on contributing positively to proposed action: how would you make it better?
- Start and end on time
- Celebrates wins - big and small