

Milwaukie Residential Standards Project

Steering Committee Protocols

(Discussion Draft)

February 21, 2011

Role of Steering Committee

The Steering Committee (SC) will include members of the City Council, Planning Commission, Design and Landmarks Committee, Neighborhood District Associations, developers, and interested community members.

The SC will:

- Attend Steering Committee meetings;
- Discuss policy issues and alternative approaches;
- Make policy recommendations to the City; and
- Review documents (e.g. technical reports and draft code chapters).

Expectations of the SC

- Do your best to attend all meetings. If you miss a meeting, get up to speed on your own prior to attending the next meeting.
- Read materials distributed in advance.
- Arrive on time.
- End meetings on time. If agenda items cannot be completed on time, the group should decide if the meeting should be extended or if an additional meeting should be scheduled.
- Provide opportunities for public comments at the end of the meeting, limited to a total of 15 minutes per meeting.
- Put cell phones on silent mode; leave the room to make a call or text.

Meeting Protocols

- Treat everyone with respect.
- Focus questions and comments on the topic of discussion and on the agenda.
- Listen carefully with the intent of understanding.
- Let others finish before speaking.
- Share the air. Let others speak once before speaking twice.
- Raise issues honestly, clearly, and early in the process.
- Collaborate with other group members. Seek to find common ground.

- Represent not only your familiar perspective, but also that of others in the community who are different than you.
- Participate!

Communication between Meetings

- Be free to speak with each other about issues and in ways that support the group process. Do not take actions or discuss issues in ways that undermine the group process.
- Share information with the organizations and/or constituents you represent. Gather information from your constituents that will inform committee deliberations.
- Funnel all requests from the media to **Grady Wheeler (503) 786-7503**. If you speak with the media, clarify that you are speaking as an individual and not as a representative of the project.

Decision Making

- The SC will make recommendations to the staff, the Planning Commission, and City Council.
- Work together to serve the purpose of the committee.
- Set aside personal interests to seek the best set of solutions for the community.
- Work toward consensus on all major decisions. [Consensus is the point at which all team members can support the decision as the most viable decision for the group as a whole, although it may not be an individual member's personal preference].
- If after repeated attempts to reach a recommendation all can support, and consensus is not forthcoming, the committee's recommendation will be based on the votes cast. The position(s) of the remaining members will be recorded and forwarded to the Planning Commission and City Council, along with the committee's recommendation.