



# Downtown Action Team Meeting and Process Protocol

## *Discussion Draft*

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June 30, 2004

### **General Meeting Management and Format**

- **WRITTEN AGENDAS:** All meetings of the Action Team should follow a written agenda generally outlining the topics to be discussed by the Action Team. The discussion during the meeting may vary from the written agenda.
- **POSTING OF PUBLIC NOTICE:** Every reasonable effort will be made to post the meeting time and location at least 24 hours in advance of any Action Team meeting. These postings will occur in the County-City Building in accordance with the City's established meeting notice procedures. Similarly, every reasonable effort will be made to post meeting times and locations on the InterLinc(Internet) site set up for this study.
- **MEETING MANAGEMENT:** Meetings of the Action Team will be chaired by the DAT Co-Chairs, or Action Team member designated by the Co-Chairs for this purpose.
- **MEETING QUORUM:** Official meetings of the Action Team require that a majority of the members be present at the session. In the absence of a quorum, discussions among Action Team members and presentations to the Action Team may take place at times and locations set on the agenda but no official actions may be taken.
- **MEETING PARTICIPATION:** Only members of the Action Team and staff (including study-sponsored consultants and resource experts) are allowed to speak during the meetings. Comments and questions from the audience are not permitted. Other provisions for the receiving of public comments are provided for within these rules of protocol.
- **REPORTS FROM WORKING SUBGROUPS:** Interim status reports and other findings from the individual working subgroups are to be reported to the Action Team by a member of the working subgroup.

- **RECEIPT OF PUBLIC COMMENTS:** Opportunities should be provided on a periodic basis for the public to directly address the Action Team. At the discretion of Action Team, this opportunity can be accomplished through either a number of “public forums” held during the process; or by allowing a “public comment time” at the beginning of the meeting for a period of no more than 10 minutes; or both. Comments from the public shall be limited to 5 minutes per person or group. It will be the Chair’s responsibility to manage the “public comment time” and ensure a fair and equitable allocation of time among all speakers.
  
- **MATERIALS FROM MEMBERS:** Action Team members may request that staff make and distribute copies of materials they believe would add value to this community process. Members should show discretion in making such requests and should exhibit prudence in the number and volume of such requests. The Study Project Manager -- in consultation with the City-County Director of Planning and/or other appropriate project staff -- shall make the final decision regarding the copying and distribution of such materials.
  
- **MATERIALS FROM THE PUBLIC:** Members of the public may submit materials for consideration by the Action Team. The member of the public making the request shall provide a sufficient number copies for distribution to the Action Team and staff. Staff shall make every reasonable effort to have the materials distributed in a timely fashion to the Action Team.

## **Committee and Work Group Voting**

- **CONSENSUS STANDARD:** The Action Team and any working subgroups should strive to reach an overall consensus regarding the work they are charged with completing. This consensus should reflect the broad interests of the entire community and attempt to capture the values embodied in the participants of this process. Similarly, the Action Team and working subgroups should strive to formulate recommendations and findings that are realistic, founded in sound research, and offer a reasonable time frame and opportunity for implementation.
  
- **GROUP DECISION MAKING:** The Action Team should determine at the beginning of this process a commonly accepted means for conducting and recording group decisions. Such decision making options may include: (1) a single recorded vote at the conclusion of the process to determine the Action Team final recommendations; (2) a recorded vote on all matters (i.e., procedural

and policy related) deemed relevant during the process; (3) no formal votes (prior to the Action Team's final vote) with a determination by the Chair that a consensus (or affirmative position) has been reached. Actions taken by the Action Team shall be declared on the basis of a simple majority of voting members present at the meeting. A final roll call vote regarding the Action Team's overall recommendations shall be taken at the conclusion of the study process.

## **Member Attendance**

- **ATTENDANCE STANDARD:** Regular attendance of members at Action Team meeting is critical to the success of this process. The continuity of discussion and the common understanding of the issues involved can only occur if the members of each body regularly attend the Action Team meetings.
- **MEETING ATTENDANCE:** Attendance shall be taken at each meeting. There are to be no excused absences and meeting proxies may not be used. Any member who has incurred five (5) or more absences shall be subject to removal. Removal of a member of the Action Team -- for lack of attendance or other reasons -- shall be at the discretion of the Co-Chairs. Members dismissed from the process because of lack of attendance shall not be replaced.

## **Media Contacts**

- **MEDIA CONTACT STANDARD:** The work of the Action Team and working subgroups will be of broad community interest. This is likely to produce inquiries from the local media concerning their progress and work products. The purpose of this policy is ensure that an accurate and consistent voice is provided to the media regarding the activities of Action Team and working subgroups.
- **MEDIA POLICY:** Inquires from the media should be directed to the Co-Chairs, City Project Manager, or other applicable staff. As appropriate, these individuals should consult with the Action Team, other city or county staff, or others to determine an appropriate response. Action Team members may speak with the media but shall be careful to indicate that their comments may not necessarily reflect the opinions or recommendations of the larger body.

## **Consulting Team Contacts**

- **CONSULTING TEAM CONTACTS:** All inquires and requests for information, materials, research, or opinions from any member of the consulting team must be made through the Study Project Manager. Action Team members and the public are not to make contact with any member of the consulting team except through the City's designated Study Project Manager. It is the Project Manager's responsibility to determine the validity and relevancy of the request as it relates to the overall study and to the impact such requests may have on the study budget and schedule.

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