

MEASURE T 2022 RENEWAL INVESTMENT PLAN

Steering Committee

Ground Rules

Ground rules provide a common understanding so that Steering Committee (SC) discussions proceed effectively. The rules help efficiently use participants' time and resources in achieving consensus. These ground rules serve as the group's "agreement" for collaboration and consensus building.

The SC membership represents a broad range of community and stakeholder perspectives. It is hoped that the SC would develop its recommendations through consensus.

✓ **Logistics:**

- Co-Chairs, with SC input, will set meeting locations, dates, and times
- Meeting information packets will be sent out prior to meetings
- Handouts may be necessary, but staff will try to limit them. All presentation materials will be provided during the meeting

✓ **Meeting Behavior:**

- Being honest, open, and able to disagree is OK internally, but should be done in a professional, courteous, and respectful manner
- Rank within any organization does not exist during sessions
- All input is valued, and every view deserves to be heard
- Silence implies agreement
- Focus will be on issues, not individuals
- Focus will be on areas of high priority (defined by the SC), as time is limited
- Generally:
 - Be true to your charge
 - Share openly
 - Participate enthusiastically
 - Only one person speaks at a time
 - Give and receive constructive feedback
 - Actively listen and consider views of other committee members
 - Suspend judgement
 - Limit discussions to the topic
 - Do homework and be prepared
 - Start and end meetings on time
 - The Co-Chairs will take control of the meetings to ensure ground rules are followed

✓ **Decisions:**

Decisions are by consensus, unless agreement cannot be made, then a majority of those at the meeting decides. Consensus requires discussion of potential proposals, followed by the framing of a proposal, and then modifying it until the group reaches a consensus, when there is no longer any disagreement.

✓ **Membership Responsibilities:**

- SC members are responsible for representing the interests and concerns of the organizations, institutions, or constituencies that have appointed them. Therefore, SC members will be expected to consult with these entities and constituencies on a regular basis concerning the discussions and recommendations of the SC. However, committee members should keep in mind a larger view than just their organization's perspective. The committee members were selected as leaders within Madera County and should keep the overall needs of the County and two (2) cities in mind.
- SC members are expected to remain on the SC for the duration of the Project.
- Additions to the SC: During the course of its deliberations, the SC may determine that it is in the best interests of achieving a quality and informed outcome to add additional members with different perspectives to the SC or to replace members that are not in attendance consistent with rules noted below under "Attendance at Meetings." Such new members may be added by consensus of the SC.

✓ **Process:**

- SC members will strive for the most broad, inclusive, and informed consensus possible. When consensus is not reached, decisions will be based on majority vote. A vote will be taken only when a majority of the SC members in attendance agree that active, open, and constructive participation by all SC members has occurred and that consensus is not possible.
- All written reports concerning this Project will include a discussion that expresses both the majority and minority viewpoints, whenever disagreement still exists.
- The SC may form subcommittees as needed to accomplish business in the most effective manner. All subcommittees will report back to the SC.
- Any member may call for a vote on a specific recommendation on which discussion has been substantially exhausted and consensus is in doubt.

- When a vote is called for, members will be asked to indicate whether they agree, disagree, abstain, or (while not necessarily agreeing) "can live" with the recommendation.
- Given the size of the SC, SC members and/or their alternates will have a maximum of two (2) minutes to express their opinions or share their perspective regarding an agenda item. Members of the public will also be limited to two (2) minutes.

✓ **Diverging Views:**

- The SC should continue to work towards consensus and minimize differences as much as possible. However, where agreement cannot be achieved, the SC will treat diverse views in a consistent manner.

✓ **Public and Press Contact:**

- If SC members speak to the public or the press regarding this effort, it must be clear that they are stating only their own views and not those of any other SC member or the SC as a whole. SC members may discuss the outcome of decisions that have been made, however, they should not speculate publicly about decisions that the SC has yet to make.
- Issues or frustrations with Committee proceedings should not be discussed publicly but should be addressed within the Committee process.

✓ **Attendance at SC Meetings:**

- SC members must make a good faith effort to attend all meetings. Members should designate, in writing, an alternate who can attend should a member need to miss a meeting. Alternates are encouraged, but not required, to attend all committee meetings, however only one representative of the member's organization may vote. This alternate must be well informed on the status of the project. Members that must miss a meeting may submit written comments, however, these written comments will not be used as a vote on any issue.
- SC members may only be absent from two (2) meetings between September 2021 and May 2022 unless the alternate attends the meeting that the primary SC member missed. If a member cannot attend, the alternate should be in attendance and inform the primary SC member immediately following the meeting of meeting results and issues. Should both the primary member and the alternate member not be in attendance for more than two (2) meetings, the primary member and the alternate member will be removed from the Steering Committee and a replacement member and alternate will be added to the Steering Committee consistent with the process noted above under "Membership Responsibilities".

- All meetings of the SC will be open to the public. However, only SC members or their alternates may vote on issues. Meetings shall be conducted by Robert's Rules of Order. Before any action is taken on an agenda item, the public will have an opportunity to provide comment and an additional Public Comment agenda item will be provided to address public comments on items or issues not on the agenda.