

5/5/2010

MAY 11, 2010 COUNCIL

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TO: TOWN COUNCIL

FROM: TOWN MANAGER



RE: CONSENT ITEM
PUBLIC MEETING GUIDELINES

ISSUE

Guidelines for use in all meetings of Town bodies were determined at the April meeting and Council is asked to confirm that the following is what Council approved.

RECOMMENDATION

Receive and file.

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 held by Town bodies. Council approved guidelines as follows:

Loomis Public Meeting Guidelines

The following guidelines are applicable to public meetings of Loomis government entities (Council, Commissions, Committees etc)

- Meetings are to follow Roberts Rules of Order as amended or as modified by the Council.
- Take turns 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. The order typically being: staff report, questions of staff, public input, deliberation by the meeting body.
- 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 for the Town - big and small