

MEETING PROCEDURES AND GROUND RULES FOR INFILL/PUD TASK FORCE

- A quorum of the Task Force members shall consist of four members. A quorum shall be required to hold a meeting.
- Staff will act as meeting facilitator and will manage meetings by keeping discussions focused and ensuring all points of view are heard.
- Meetings shall start and end on time. The members shall adhere, as closely as possible, to the times listed on the final agenda.
- Staff will provide final agendas and all supplemental meeting materials to Task Force members by the Friday, the week before the next meeting. Every agenda will include a list of items tentatively scheduled for the next meeting.
- The day of week and time for meetings will be established by the Task Force at its initial meeting. Changes to that meeting date, or additional meetings to be held if necessary, must approved by a majority vote of the Task Force.
- Audio recordings of meetings shall be kept maintained by the City. Also, “Summary Minutes” will be prepared by Staff, reflecting key agreements from the previous meeting. These will be posted online.
- Requests for additional information from Staff will be limited to items that can reasonably be provided.
- Because the Task Force has been established to advise the Planning Commission, individual members may not present themselves as speaking for the Task Force at the Planning Commission, City Council, or the media, unless authorized to do so by a majority vote of the Task Force. Members are welcome to participate in any public meetings and discussions as private citizens.
- Time shall be allotted during every meeting to allow members of the public to provide comments. Any written comments received from the public by Staff will be provided all Task Force members as well.

- The Task Force shall adhere to the work program and schedule approve by the Planning Commission and City Council.
- The Task Force can meet as often as necessary, but not longer than ten months from its initial meeting.
- The Task Force shall fully explore the issues and search for creative solutions before forming conclusions.
- Each team member is an equal participant in the process and will have an equal opportunity to voice opinions and contribute ideas.
- Task Force members shall accept the responsibility to come to the meetings prepared for the discussions.
- Task Force members shall make a concerted effort to focus on the topics under discussion.
- In making decisions each member in attendance, or any members that wish to provide their vote in advance of the meeting, shall have one vote.

FINAL THOUGHTS

Although we will strive to achieve agreement and consensus, consensus is not always possible or even required. The Task Force members should identify where they disagree as well as where they disagree with proposals and identify the rationale for their position. These recommendations and dissenting opinions will be forward to the Planning Commission as warranted. However, please honor decisions made, and do not re-open issues once resolved, even it is was not to your liking.

HAVE FUN!

*To get something done a committee should consist of no more than three people,
two of whom are absent.*

~Robert Copeland

*A committee is a thing which takes a week to do what one good man can do in
an hour.*

~Elbert Hubbard

A camel looks like a horse that was planned by a committee.

~Author Unknown

If Columbus had an advisory committee he would probably still be at the dock.

~Arthur Goldberg

*“Any committee that is the slightest use is composed of people who are too busy
to want to sit on it for a second longer than they have to.”*

Katharine Whitehorn