

West Linn Police Review and Recommend Committee Expectations
(Working Agreement)

- 1) Regularly scheduled meetings will generally take place monthly, on a date and at a time that allows most members to attend, with the recognition that work and other conflicts may require some members to occasionally miss meetings.
- 2) A set Agenda may be provided by the City prior to the meeting.
- 3) The City will provide a point of contact person for the committee. Currently that person is Deputy City Manager Elissa Preston.
- 4) The Committee will select a member to be the Committee's point of contact. That person will be selected by a majority vote of the members attending the meeting in which the Point of Contact person is elected. Generally the position will be for three months. The position will rotate and all members should have the opportunity to hold the position at least once during their time on the Committee, unless a member does not desire to hold the position.
- 5) All members will have the opportunity to speak on each topic being discussed by the Committee.

POINT PERSON EXPECTATIONS

The Point Person is expected to:

- Communicate with the City Point Person as needed about Committee matters;
- Lead the Committee during meetings to ensure the Agenda items are properly discussed within the guidelines set forth in the Committee Member Expectations;
- Oversee member compliance with the Committee Member Expectations.

Committee Member Expectations

The following is expected of members

- Read and respond to emails and other committee materials in a timely manner;
- The expectation is to be present and on time. Notify the Committee if the member is going to miss a meeting or be late by more than a few minutes. The notification is best made by a group response to one of the committee emails that will usually have come from the City;
- If a member believes she/he has a bias that might make it difficult to be impartial on a matter before the committee, that member is expected to notify the other members of the bias. This will not preclude the member from participating in the discussion about the matter. Whether the member should abstain from voting on the specific matter should be left to the discretion of that member, with the understanding that generally it is expected that member will not cast a vote on the matter;
- Members will avoid interrupting other members who are speaking and are expected to communicate any disagreements with other members in a respectful, professional manner;
- Members should limit their input on a matter to the matter currently being discussed. This expectation is not meant to discourage members from expressing themselves in a manner the members believe best communicates her/his thoughts.