HDR

Committee Charter - DRAFT

Project:	**Greater Newport Vision 2040**
Timeline:	October 24, 2016 – Advisory Committee Meeting #1 (Kickoff)
Version:	Draft for Review

Meeting Ground Rules

As members of the group, we agree to:
- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Share the air – let others finish before speaking, and let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda.
- Seek to find common ground.
- Encourage innovation, be realistic, and focus on solutions.
- Provide guidance to the project.
- Turn off or put cell phones on silent mode.

Other Meeting Protocols

As members of the group, we agree to:
- Conduct our work through facilitation.
- Attend all meetings and prepare for meetings by reading materials in advance and arriving on time.
- Support the facilitator in ending meetings on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if the item can be rescheduled to another meeting.
- Notify staff if we have an unavoidable conflict that requires us to be late or absent. Staff will provide advance notice of meetings and will make every effort to provide meeting materials the group needs for making recommendations in advance of meetings.
- The facilitator may check the pulse of the group through informal quick polling, which can be indicated by the group with thumbs: up for agreement, sideways for neutral, down for disagreement.

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Record Keeping

Meetings will be recorded and made available through the city website. Typed meeting summaries will capture outcomes of meeting discussions and will be distributed for review to all committee members. Action items and decisions will be highlighted. Meeting summaries will be marked draft until approved at the following meeting.

Decision Making

- We will work toward consensus, setting aside personal interests in order to seek the best solution for all stakeholders. *(Consensus is the point at which all members can support the decision as the most viable decision for the group as a whole, although it may not be their personal favorite.)*
- If disagreements occur, the group will explore differing perspectives and find common ground, where possible.
- Resolution with consensus is optimal, of course, and we will continue to strive to get there. However, in the rare case where we absolutely need a decision to move forward and have exhausted our consensus options and we've reached an impasse on critical-path decisions, we may poll on options to move forward, and move forward with a 2/3rds majority of those present. However, we will note all viewpoints as we move forward and continue to strive toward resolution of the issue or issues after or between meetings.