

Operating Principles

Approved at the June 1, 2011 meeting

1. Meeting Protocols. During meetings, we will:

- 1.1. Provide a balance of speaking time.
- 1.2. Let others speak once before speaking twice.
- 1.3. Seek to learn and understand each other's perspective.
- 1.4. Encourage respectful, candid and constructive discussions.
- 1.5. Seek to resolve differences and reach consensus.
- 1.6. Discuss topics together rather than in isolation.
- 1.7. Focus questions and comments on the subject at hand and stick to the agenda.
- 1.8. Put cell phones on silent mode.

2. Alternates and attendance

- 2.1. Each member may designate one alternate who will receive all committee communications, abide by the committee protocols and, when serving in place of the committee member, will participate in group discussions and actions.
- 2.2. If any member has an unavoidable conflict, the designated alternate will attend in his or her place. If there is no alternate, the member will inform staff in advance that he or she will be unable to attend, and may send written comments for the committee to consider in its deliberations.
- 2.3. Teleconferencing and webcasting will be available for meetings. The chair will make a special effort to ensure that members on the phone and Internet are included.
- 2.4. It is the responsibility of the member and alternate to stay fully briefed of all committee meeting discussions and deliberations.

3. In preparation for meetings:

- 3.1. Proposed meeting agendas will be drafted by staff and Committee Chair.
- 3.2. Agendas will identify items on which the committee will be asked to take action.
- 3.3. We will notify staff regarding any suggestions or requests to be added to the agenda.
- 3.4. Materials will be provided to both the committee member and alternates one week in advance of meetings.
- 3.5. Staff will maintain a target meeting schedule that identifies major decision points.
- 3.6. We will prepare for meetings by reading materials provided in advance and arriving on time.
- 3.7. We will start and end meetings on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.
- 3.8. Meeting summaries will be prepared by the staff. Draft meeting summaries will be provided to the committee for correction and comment prior to the next meeting.

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4. Accessibility to the Public:

- 4.1. While the primary purpose of the committee meetings is to provide a forum for the deliberation of the committee, meetings will be open to the public for observation.
- 4.2. A limited amount of time during each meeting may be reserved for public comment. The length of individual comments may be limited by the Chair based on the committee's schedule.
- 4.3. Interested members of the public are encouraged to provide comments in writing. All written comments will be provided to all members of the committee.

5. External Communications. Outside of committee meetings, we will:

- 5.1. Support the group process in our communications with others and with each other, being careful to discuss currently or historically sensitive issues in ways that are respectful of each other and of the interests of the group as a whole.
- 5.2. Communicate with our respective constituents and their decision-making bodies to ensure that our constituents are well-informed of the group's discussions and progress and to ensure that issues are identified that need to be communicated to the rest of the committee.
- 5.3. Individuals will not represent their personal views as views of the committee when engaged in other forums where the same issues are under discussion, including contacts with the press or representatives of the Legislature. A person's participation on the committee does not preclude that person from taking a public position on behalf of themselves or others that is contrary to the position taken by the committee.
- 5.4. Call or email staff with information that the other members need to be aware of, including communications with and expected coverage by news media.
- 5.5. The committee may establish subcommittees to more fully address specific issues on their behalf, to develop proposed recommendations for the full group to consider, or to assist on a draft document. Subcommittees will follow the same protocols as the full committee.

6. Decision Making

- 6.1. The committee will make recommendations to LCDC.
- 6.2. Decisions will be by consensus (informed consent). Consensus is the point at which all members can support the decision as the most viable choice for the group as a whole, although it may not be everyone's personal favorite.
- 6.3. If the group cannot reach consensus, at least two thirds of the committee members present must agree in order for that agreement to be characterized as a recommendation of the committee. Otherwise, majority and minority opinions will be sought and communicated to LCDC.
- 6.4. The Chair, and/or other member(s) selected by the committee as a whole, will work with staff to finalize a written statement documenting the decision. The proposed statement will be provided to all members of the committee for review.
- 6.5. Decisions will not be revisited unless two thirds of the committee members present feel that a decision needs to be revisited.