



## DOWNTOWN STEERING COMMITTEE MEETING GROUND RULES AND PROCEDURES

### SUMMARY

The Downtown Napa Specific Plan Steering Committee (Committee) includes people with diverse backgrounds and a range of viewpoints. As a result, the meetings will require experienced meeting management and facilitation, as well as an environment founded upon respect and consideration for all ideas and input.

The consultant team, MIG, and City staff will lead the Committee meetings and will use the following guidelines that are outlined below to manage the sessions:

1. Meeting Format and Procedures
2. Discussion Ground Rules
3. Committee Organization
4. Media Contact

### 1. MEETING FORMAT AND PROCEDURES

#### ***Attend all meetings***

Each meeting will build upon information presented at earlier meetings, thus it is important that Committee members attend all meetings. A schedule has been provided for seven Committee meetings through summer of 2010. Each committee member may miss a maximum of one meeting. If a member cannot make six out of the seven meetings, please open up your seat on the Committee.

**Alternates:** Alternates should also attend all meetings and may participate during public comments. If a seat opens up, preference will be given to alternates who a) represent that category and b) have attended all Steering Committee meetings. If the alternate representing the category has missed more than one meeting, the next alternate who has attended all meetings and most closely represents the category of the leaving member will have preference.

#### ***Arrive on time***

All meetings will begin at the published time and will typically last up to 3 hours. In fairness to those who are on time and to progress on topics covered, items covered in the meeting will not be repeated for latecomers.

Late arrivals will need to obtain missed information from others after the meeting.

***Review materials***

Background information, prior studies and other relevant materials will be provided to the Committee by the planning team. Each meeting will have objectives; a well-structured, sequential meeting agenda will be prepared by City staff and MIG.

Members agree to carefully review all materials provided to them for consideration and discussion at upcoming meetings. The staff team will make every effort to provide these materials one week in advance of the Committee meeting.

***Brown Act***

All meetings will be conducted in accordance with the Brown Act. (See below)

***MIG and City Staff Responsibilities***

MIG and the City staff pledge to make sure that meetings are interesting, well-paced, and dynamic, and to make sure that there is an open and balanced conversation flow. We will provide the resources for the Committee to arrive at creative yet feasible solutions for the Downtown Napa Specific Plan.

***Meeting Documentation***

MIG will record Committee comments and provide a meeting summary for review and approval at the next Committee meeting.

## **2. DISCUSSION GROUND RULES**

***Respect for others***

Overall, we are committed to being open to ideas, creative in our solutions and using a collaborative, interactive, consensus-building, problem solving approach. Steering Committee members agree to:

- Value and respect everyone's opinion.
- Listen to one another.
- Avoid speaking out of turn or talk over another speaker. Committee members will be called on by the facilitator and could (in a worst case, if disruptive) be warned and asked to leave the meeting
- Seek and be open to creative and bold ways to meet multiple needs
- Work collaboratively to solve problems and not attack people..

***Resolve conflicts***

The meeting facilitator will work with Committee members to resolve potential conflicts/concerns and to keep these issues from escalating into disputes.

## *Teamwork*

The Downtown Napa Specific Plan Steering Committee functions as a forward moving team, working in an atmosphere of cooperation and collaboration.

## *Consensus-based process*

The meeting facilitator will lead a consensus-based dialogue as the Committee reviews the data presented. This process will be used to arrive at action items for the Committee to take action on, however it is possible that not all meetings will have action items.

- Consensus does not require that all members of the Committee agree to share the same opinion on a specific topic.
- There is consensus when all members agree that major interests and concerns have been sufficiently considered and addressed.
- Not all members need agree to particular points or solutions with the same enthusiasm as others.
- There is substantial consensus when it is agreed that, given the range of possible courses of action, gains, tradeoffs, and considering the available options and current conditions and circumstances the group has reached a conclusion.
- For the times when a vote will be useful, consensus is defined as agreement that all members present at the meeting are at Level 2 or above as described below, with at least half at Level 1.
  - **Level 1: I can say “yes” to the decision**, and am satisfied that the decision is an expression of the wisdom of the group.
  - **Level 2: I can live with the decision**, although I am not especially enthusiastic about it. I will not block the decision of the group.
  - **Level 3: I need more information/and or would like to talk more** to see if consensus can be reached.
  - **Level 4: I will stand in the way** of this decision being accepted because I do not agree.
- Using these levels of agreement does not mean that 100 percent support will be required to move forward with plans or recommendations. It does mean that every effort will be made to reach mutual agreement and that opposing points of view will be presented and explained if mutual agreement cannot be reached. Ultimately, the City Council can take into account the levels of agreement in the group when making decisions related to the plan.

### 3. AS THE “FACILITATOR” (MIG)

- Is a neutral servant of the group
- Focuses energy of the group on a common task
- Suggests alternative methods, ideas and procedures
- Protects individuals and their ideas and encourages members to participate
- Helps the group find win-win solutions
- Coordinates pre-and post meeting logistics.

#### 4. MEDIA CONTACT

As representatives of the Downtown Napa Specific Plan Steering Committee, Committee members will not discuss the collective views of this group with members of the media, unless a member is designated to do so at a meeting. Otherwise, all media inquiries should be directed to City staff project manager, Jean Hasser. However, a Committee member may choose to reflect his/her own personal opinion or the point of view of the organization they represent.

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### **APPLICATION OF THE “BROWN ACT” Downtown Napa Specific Plan Steering Committee**

The BROWN ACT (Govt. Code Sec 54950 et. seq.) was enacted to make sure that meetings of public agencies are open to the public, that decisions by those agencies are not made behind closed doors, and that all persons are permitted to attend.

The Downtown Napa Specific Plan Steering Committee, appointed by the City Council of the City of Napa, is subject to the provisions of the Brown Act.

The Downtown Napa Specific Plan Steering Committee must:

- Prepare an agenda for its regular meetings which include the date, time and location of the meeting, and a brief description of each item of business.
- Post the agenda at least 72 hours before the meeting in a location freely accessible to members of the public.
- Follow the meeting’s agenda.
- Provide an opportunity for members of the public to address the Committee briefly on non-agenda issues relevant to its charge and to speak briefly on any agenda item.
- Discuss and act upon all agenda items in public. No business not on the agenda may be acted upon. No action can be taken by secret ballot.
- Make available to the public copies of all agendas and other meeting documents.
- Allow video/audio tap recordings and broadcast of meetings.
- Conduct meetings within the City limits of Napa in a facility accessible to the disabled.

A meeting includes:

- Any gathering of a majority of the Committee members at the same time in the same place, to hear, discuss, or deliberate a business item.
- Any communication between a majority of the individual members of the committee.

The following situations do **not** constitute a meeting of the Downtown Napa Specific Plan Steering Committee:

- Individual conversation between two members as long as it is not part of a “serial” meeting (i.e., as a telephone poll).
- Attendance by Committee members at a conference, a community meeting, a social occasion or other similar gathering at which the members do not talk among themselves about a Advisory Committee matter.

Should you have any further questions regarding the requirements of the Brown Act, please contact Jean Hasser at 257-9349 or the City Attorney’s Office at 257-9516