

**EWEB Riverfront Master Plan
Community Advisory Team
Ground Rules**

October 8, 2008

Name

The name of this committee is the Community Advisory Team, hereafter called the Team.

Purpose, Authority, Duties, and Termination

- A. The purpose and authority of this committee is to advise the EWEB Board of Commissioners (Board) about matters relating to the development of a Master Plan (Plan) for the EWEB Riverfront Property and specifically to make recommendations to the Board on the draft Plan.
- B. The Team's authority and existence will terminate when consideration of its recommendations has been accepted by the Board. The Board may determine to continue the existence of this committee.
- C. These ground rules may be repealed or amended by the Board, or upon a recommendation from the Team. The team may adopt additional ground rules as needed.

Mission

The mission of the Team is to form a well-functioning group of nine persons from different identified communities of interest representing a diversity of public opinion. The Team will work with a consultant to create a Plan for the redevelopment of the EWEB Riverfront Property in accordance with the 2004 Eugene Downtown Plan and a December 17, 2007, Memorandum of Understanding between EWEB and the City of Eugene. The Team is advisory to the EWEB Board of Commissioners (Board), which is the decision-making entity responsible for developing a Riverfront Master Plan. The Board will consider recommendations from the CAT along with input from other members of the public in the process of developing a Plan to forward to the City of Eugene for approval.

Team members are charged with the following responsibilities:

- Attending Team meetings, the project kick-off meeting, open houses and other meetings that are pertinent to the project
- Ensuring a successful public participation process, as described in the Memorandum of Understanding
- Developing ground rules for the Team that ensure an open public process that is respectful of a diversity of opinions, meets the goals of the Downtown Plan and

Memorandum of Understanding, and creates the best opportunity for creation of an acceptable Draft Riverfront Master Plan

- Making recommendations to the Board regarding:
 - Proposed criteria for the Request for Qualifications for hiring a master planning consultant.
 - A preferred applicant to the Request for Qualifications
 - Draft Concepts, Final Concepts and a final Draft Riverfront Master Plan, as spelled out in the Memorandum of Understanding
- Maintaining a flexible and respectful attitude towards a consensus recommendation

Membership

- A. The Board shall appoint five members to the Team and the Eugene City Council shall appoint four members. The nine committee members shall serve at the pleasure of the Board. The Team may recommend the termination of a member to the Board.
- B. Vacancies shall be filled from the list of alternates identified by the appointing governing body.
- C. Upon the failure of any member to attend three consecutive meetings, the committee may recommend termination of that appointment to the Board, and the Board may remove the incumbent from the committee and declare the position vacant, to be filled in the manner of a vacancy.

Officers, Nominations, Elections, Facilitation, and Staffing

- A. Officers. The officers consist of two Co-Chairs who shall be elected by the membership and who shall serve at the pleasure of the membership until the termination of the Team.
- B. Co-Chairs. The Co-Chairs shall have general directional powers over the Team. The Co-Chairs shall: preside at all committee meetings; call special meetings as required; represent the Team before all other bodies and committees as directed by the Board; work with staff to set the agenda for meetings, identify items to be conducted by a facilitator, and design group process for decision items; provide leadership and set the tone for Team discussion and consensus; and serve as spokespersons to the media regarding Team activities or decisions. In the event of the absence of both Co-Chairs, the committee shall select a member to perform the duties of the Co-Chair.
- C. Nominations. Nominations for the Co-Chairs shall be taken from the floor. An election shall be held at the discretion of the Team, to occur before beginning development of the Plan.
- D. Elections. Election of officers shall be by simple majority vote of those present. The Team may choose to use a voice vote or a show of hands.

- E. Facilitator. EWEB is responsible for appointing a facilitator to conduct meetings until election of the Co-Chairs and, thereafter, to conduct specific agenda items to help members reach consensus. The facilitator works with staff and the Co-Chairs to design a group process to discuss and resolve issues; help ensure full participation of members; give all members an equal voice; help members stay on track; and establish a safe climate for the Team to operate in.
- F. Staff. EWEB will provide staff support to the committee to: handle meeting logistics—room, minutes, mailing of agenda packets, food, notice, etc.; prepare materials; make and/or coordinate presentations to the Team, Board, and Council; assist with community outreach events; provide technical assistance and advise on technical matters; coordinate with outside technical experts and relevant stakeholders; and research and provide background information to the extent that the budget permits.

Organizational Procedures

- A. The Team may hold meetings as necessary at a time and place designated by the Co-Chairs.
- B. Meetings should be conducted using the most current edition of *Robert's Rules of Order* as a framework.
- C. The Team will follow the provisions of the Oregon Public Meetings Law. Time will be set aside at each meeting for public comment. The Co-Chairs may choose to limit the time for public comment.
- D. Subcommittees may be formed as necessary to carry out the work of the committee. Subcommittees are advisory to the committee.

Committee Decision Making

- A. A quorum is required to make a decision. A quorum shall consist of a simple majority of the current membership.
- B. No member shall abstain from a decision.
- C. A majority of Team members must be present to hold a Team meeting.
- D. The Team is advisory to the Board, the decision-making entity responsible for adopting a Plan. The Board will consider recommendations from the Team along with input from other members of the public in the process of developing a Plan to forward to the City of Eugene for approval.
- E. The Team will use a consensus decision-making process. A separate subsection in the Officers, etc. section of the ground rules specifies a decision by simple majority when electing officers.

- F. A consensus decision is made with the support of all participants. Consensus is reached when all members agree on a single alternative or action. Each member, at a minimum, “can live with” the decision even if it is not his/her preferred alternative. No one feels that he or she cannot participate in the decision or must work to block it. This does not mean that all members will be equally enthusiastic about a solution.

The Team shall use the following when determining consensus:

- *Yes, I agree with the decision because:*
 - I believe other members understand my point of view;
 - I believe I understand other members’ points of view; and
 - Regardless of whether I prefer this decision, I support it because it was arrived at openly and fairly, and it is the best solution for us at this time.
- *No, I cannot participate in the decision and will work to block it.*

- G. The Team may decide to delay discussion of the item to a later date or use a back-up decision making process when consensus cannot be reached.

- H. Back-Up Decision Making and Trigger. The following process for back-up decision making uses majority vote (minimum of six affirmative votes) as both the trigger and the back-up method, raising the bar for when switching from consensus decision making can happen. It also allows another opportunity to reach consensus based on an alternative solution brought by those members who could not support the decision.

Trigger to Switch Decision Making Process

If the Team is unable to reach consensus on a decision, any member of the Team may call for a vote to close discussion and switch from consensus decision making to majority decision making.

1. At least six affirmative votes are needed to switch from consensus to the back-up decision making process.
2. If fewer than six affirmative votes are received, the Team shall allow for additional information and discussion of the issue. Team member(s) who cannot reach consensus must articulate their concerns and the reason they are having trouble reaching consensus.

Back-Up Decision Making Process

1. If six affirmative votes are cast, the Team member(s) who could not reach consensus are responsible for developing an alternate solution to present the second time the item is under discussion (this may be at the same meeting after taking a break to allow time to develop an alternate solution; at the next regular meeting; or at a special meeting scheduled to resolve the issue). The Team may appoint a subcommittee to develop an alternate solution.

2. The second time that the item is under discussion, the Team again will try to reach consensus using the alternate solution as the baseline for discussion. If the Team is unable to reach consensus within the time allotted, the Co-Chairs will call for a vote. The Team will make the decision by a super-majority vote that must receive no fewer than six affirmative votes. In the event of a vote by super-majority, the discussion shall be summarized and reported along with the Team's recommendations.

I. **Decision Making When There Are Absent Members.**

When one or more members are absent from a meeting, the members present will determine if they feel comfortable making a key decision or deferring it to a later date.

Members absent from a meeting in which a key consensus decision has been made are responsible for coming up to speed before the next meeting, such as by contacting one of the Co-Chairs or another member.

Participation and Behavior

- A. Members will make every effort to attend all Team meetings and, if they are unable to do so, will not send an alternate nor vote by proxy.
- B. Members will notify one of the Co-Chairs or the EWEB Project Manager if he/she will be unable to attend a Team meeting.
- C. Members will notify the EWEB Board in writing if he/she must vacate his/her position.
- D. Members will be on time and come prepared to actively participate in Team discussions.
- E. Members will give each other an equal opportunity to talk about each issue.
- F. Members will listen to and try to understand one another's views.
- G. Members will stick to the agenda in terms of both topic and time.
- H. If the process is not working, members will raise the issue with the Team, facilitator, Co-Chair, or EWEB Project Manager.
- I. Members will strive to adhere to the ground rules and share responsibility for their enforcement.
- J. Members agree to strive to resolve disagreements internally within the Team.
- K. Members agree that only the Co-Chairs, or a member designated by the Co-Chairs, will serve as spokespersons to the media regarding Team activities or decisions.

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