

## **Charter Review Committee outline for discussion – May 26, 2010**

### ***Establish ground rules – how are we going to conduct ourselves as a group and interact with others outside of the group?***

- Discuss the most comfortable level of “formality” of our meetings – reaching decisions by consensus or by motions with up or down vote. Or somewhere in between? Define.
- Discuss and define specific expectations of the Chair
- Discuss and define specific expectations of the minute taker role that Colleen accepted
  - What to call that role (secretary? recorder? minute taker? note taker?)
  - What depth of notes or minutes are expected? Should there be briefer “official” minutes and more detailed minutes for committee members who may have been absent?
- Discuss the possibility of other roles such as co-chair, vice chair, facilitators, others? Define those roles.
- Discuss creation of working sub-committees versus an understanding that not everyone will make every meeting (may want to re-visit “depth of notes” discussion).
- Create ground rules – review “Best Practices” ground rules for suitability.
- Create public participation policy.

### ***Plan of Action – how are we going to accomplish the charge? Map out the steps.***

- Data Collection
  - Getting public input
  - Getting input from other councilors
  - Getting input from the mayor
  - Other constituents who need to be heard?
  - How to reach out to different constituent groups?
- Data analysis and discussion
- Committee review of the charter? Page by page as a group? Assign review to individuals or smaller groups by section? Rely on individuals to read and suggest changes individually.
- Draft required report
  - Should there be a preliminary draft report for public or other review and comment, or just a single final report as required by charge?
  - Should report(s) include minority opinions? To what detail?
- Review future scheduled meeting dates.
- Discuss alternate meeting locations.