

**REVISED
(9/11/03)**

Group Guidelines and Decision Process for Refinement Group

- 1. Meetings will start and end on time. Group may decide by vote if they want to continue the meeting beyond the end time.**
- 2. Only one person will speak at a time.**
- 3. Meetings will be facilitated by a facilitator, co-facilitators or the Chairperson. The role of the facilitator is to ensure that the purpose of the Group is accomplished. Facilitators, co-facilitators or the Chairperson may caucus with individual members of the Group for the purpose of determining what it will take to reach consensus on an issue.**
- 4. All members recognize the legitimacy of the concerns and goals of other members. It is understood that there will be disagreements on the issues under discussion and that discussions can be heated. The discussions will focus on the issues, not the person and there will be no personal attacks.**
- 5. The Refinement Group may request designated persons (including one or both co-facilitators or the Chairperson) to prepare materials and proposals for consideration by the full Group at its meetings. No such work products will be binding on the Refinement Group absent approval by the Refinement Group.**
- 6. Representatives are expected to reflect the concerns and interest of their organizations and to ensure that any agreement reached by the Refinement Group is acceptable to their organization.**
- 7. Representatives will strive to attend all meetings.**
- 8. Alternates will not participate in full Refinement Group discussions unless they are substituting for the member, unless called upon by the primary representative, in which case the primary representative surrenders his/her seat to the alternate.**

- 9. The Group will give questions for General Plan staff to the co-facilitators or Chairperson who will bring the written response(s) back to the Group.**
- 10. Refinement Group members unhappy with the process shall contact the co-facilitators directly with their concerns before airing their grievances with the larger public.**
- 11. Public comment will be given before an agenda item.**
- 12. The Refinement Group may impose an overall time limit on public comments.**
- 13. Development of the agenda for the next meeting shall be a regular agenda item at every meeting. Members may add items to the agenda after the meeting and prior to 72 hours before the following meeting by contacting staff and requesting addition of an item. The agenda shall be ratified by the Group at the beginning of each meeting.**

Decision-Making Guidelines

- 1. Substantive issue – the Group always strives for unanimous consent defined as no dissenting votes. If unanimous consent seems impossible, a vote of the members present may be called. If 2/3 of the members vote affirmative that unanimous consent is not possible, then the Group votes on the issue as it is framed. If 75% of the members present vote affirmative for the issue as it is framed, the Group will report the issue out in accordance with the 75% vote, and a minority report will be included. The Group's intent is to always strive for unanimous consent. If the vote is less than 75%, then there will be no recommendation on the issue.**
- 2. Procedural Issue – 2/3 Vote of the members present is required for procedural issues.**