

STEERING COMMITTEE GROUND RULES

PURPOSE

As the title suggests, the role of the Steering Committee (SC) is to guide the Humboldt County Planning Partners through the process that will result in a plan that can be embraced both politically and by the constituency within the planning area. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all partners and the various interest groups in the planning area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

CHAIRPERSON

The Steering Committee selected Lou Iglesias, District Board Member, Weott Community Services to be chairperson. The role of a chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time, 2) allow all members to be heard during discussions, 3) moderate discussions between members with differing points of view, and 4) be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan tasks. Steaven Greenwood, Humboldt County Citizen, was selected as vice chairperson to take the chair's role when the chair is not available. The Committee chose to adopt a rule that requires either the chair or the vice chair to be present at any given meeting.

ATTENDANCE

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform staff before the meeting is conducted. If a member misses two consecutive meetings without an explanation, the Committee may choose to write a letter to the member to confirm interest and may ultimately seek to replace the member.

QUORUM

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented. A quorum for this committee will be met with fifty percent (50%) of the Committee membership and the chair or vice chairperson must be present.

ALTERNATES

A specific list of Committee members was selected for the Steering Committee (see attached list). These members have made a commitment to attend the meetings and gain the understanding of the issues and each other's viewpoints needed to reach agreement on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternate members have been identified for each active committee member (see attached list). The Committee decided the role of designated alternates is fully interchangeable with that of regular Committee members. Alternates will be able to voice opinions and vote, in the place of the absent committee member they represent

DECISION-MAKING

As the Committee provides advice and guidance on the Plan, it will reach its recommendations through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with it (using the consensus continuum as a gage). Voting is defined as "majority rules". The Committee decided that consensus will be their preferred method of decision making. However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In either case, minority dissent will be recorded in the meeting summaries and the Committee chose to note such opinions in their final recommendations.

RECOMMENDATIONS

The Committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The Committee may also assist in the presentation of the Plan to the elected bodies of participating organizations.

SPOKESPERSONS

Ideally the Committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the Committee's united recommendations to participating organizations, the public, and the media, the Committee spokesperson will be the same as the Committee Chairperson (Lou Iglesias, District Board Member, Weott Community Services District). In addition, each member should have a responsibility to represent the Committee's recommendation when speaking on Plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee's work. Finally, Committee members will need to help with presentations given to governing bodies, especially the governing body that a Committee member is affiliated with.

STAFFING

The Planning Team for this project includes appropriate personnel from Humboldt County along with contract consultant assistance provided by Winzler and Kelly and Tetra Tech, Inc. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.

PUBLIC INVOLVEMENT

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. Committee meetings will be open to the public and agendas and minutes will be posted on the project web-page. However, the acceptable method of public input will be via written or emailed documents to staff or Committee members and there will be no public comment during meetings, unless authorized by the Chair.

Development of a public involvement strategy will be one of the first tasks undertaken by the Committee.

COURTESY

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

MEETINGS

Meetings generally will be conducted on the first Wednesday of each month from 2:00 P.M. to 4:00 P.M. at a location to be determined. Committee members will be notified in advanced as to where the meeting will be held.