



Citizens Steering Committee (CSC) Rules and Procedures

Approved March 26, 2008

Revised April 30, 2008 (revisions highlights in yellow)

Rules and Procedures for Conduct of OARP CSC

CSC Chair, Charlie Wachtel, and Vice Chair, Jason Brown, and OARP Team staff met on March 13, 2008, and to draft rules and procedures for review and discussion at the CSC meeting on March 26, 2008. The following presents the outcome of that meeting and some additional conversation. The draft Rules and Procedures document was reviewed at the March 26, 2008 meeting and approved unanimously, upon addition of specified changes.

Please note that wherever it says Chair below would also apply to the Vice Chair if he were filling in for the Chair. Also it is assumed that the Vice Chair, as well as OARP Team staff, will assist the Chair in whatever way is helpful in running an inclusive, respectful, and productive meeting.

Conducting CSC Meetings

- a. CSC quorum: 11 members. CSC Chair will determine if there is a quorum; if there is not a quorum the meeting can continue, but no votes can be taken.
- b. Voting
 - Agenda items requiring a decision should be voted on by CSC members.
 - Chair should request a motion, a second, take the vote, and announce the outcome.
 - Chair may not make a motion; Vice Chair may make a motion except when he is serving in place of the Chair.
- c. Meeting Agendas. Agendas will be created and managed by OARP Team staff. The Chair and Vice Chair will meet with OARP Team staff to review agendas prior to the meetings. Requests to add items to the agenda may go to the Chair, Vice Chair and OARP Team staff.
- d. Attendance.
 - CSC members are required to attend a majority of CSC monthly meetings. There are 18 monthly meetings anticipated over the duration of the project. CSC members are expected to attend ___ of them, or ___ %.
 - When not able to attend a meeting, CSC members are required to call or email the Chair, Vice Chair or OARP Team staff.
 - Proxies will not be allowed to participate as CSC members. A CSC member may elect to send someone to observe a meeting on their behalf. The attending party will be asked to sit with other audience members and will not be afforded any privileges, voting or otherwise, given to CSC members.
- e. Chair to open each CSC meeting welcoming audience and requesting introductions.
- f. Chair to request motion for acceptance of last CSC meeting summary.
- g. Chair to help keep meeting focused on the agenda, but with an emphasis on inclusion.
- h. Chair to make sure that all members have an opportunity to speak on topics under discussion.
- i. Chair to call meeting back to order at the end of the time allotted for the meeting break that is specified on the agenda.



- j. Chair to oversee Calls to the Audience.
 - When informational presentations are made, the Chair can take questions from the audience at the end of the presentation as time permits.
 - There will be a formal Call to the Audience at the end of each OARP CSC meeting that will generally be 10 – 15 minutes long. The Chair will open the Call to Audience and ask people to limit the questions or comments to 3 minutes or less so that the Steering Committee can hear from as many people as possible. The CSC Chair will take questions from the audience and direct them to the appropriate person to answer. The Chair will work to make sure that within the time allotted everyone who wants to speak has a chance to do so.
- k. Adjourning meeting.
 - Chair to request motion to adjourn meeting.
 - Meetings should be closed on time. If it a meeting is running behind, the Chair should ask committee members whether they would like to move an agenda item to a future meeting or extend the meeting. Chair should request a motion.
- l. If neither the Chair nor Vice Chair can attend a meeting, OARP Team staff will conduct the meeting.

Other CSC Related Matters

- m. For letters to be issued by the CSC (for example, the recent letter of support for the proposed rehabilitation of the Ghost Ranch Lodge as senior housing), the Chair will request a motion to hand responsibility to the Chair to draft the letter, and will ask CSC if there are members who would like to participate in the drafting of the letter.
- n. Any substantive material (e.g., letters, e-mail, proposals containing ideas, concerns, etc.) distributed to CSC members should be distributed to all CSC members to ensure inclusiveness.
- o. CSC members talking to members of the community or the media about the project should inform the Chair, Vice Chair, or OARP Team staff, so that this information can be taken into account when updating stakeholder lists, the communication log, and planning future outreach efforts.
- n. **CSC membership is capped at 20. If and when there are vacancies, OARP Team staff, in coordination with the Ward III Council Office, will work to fill those vacancies using the same application process as used to establish the original CSC members.**
- o. Rules and procedures can be amended by CSC if and as necessary.