

# HOUSING BOULDER WORKING GROUPS

## GROUND RULES AND PROTOCOLS DRAFT

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### 1. Purpose of Working Groups

Review and evaluate potential policies and tools specific to each goal. In addition, working groups will help generate a larger community dialogue and help advise the city staff on how to improve the overall community engagement process.

### 2. Participation

- A. Appointed members;
- B. Open to public, but conversation is limited to members except for 10 minutes at the end of each meeting that will be open for public comment.

### 3. Ground Rules for Each Meeting

- A. Keep discussion focused on the purpose and agenda of the meeting.
- B. Make your comments concise - 2nd what someone else says but don't say the same thing;
- C. Have respectful discussion - share your points, listen to others;
- D. Speak your mind - be clear about your position; ask questions, and provide an explanation if you are in opposition to a proposal;
- E. Try your best not to use acronyms or shorthand; and
- F. Please turn off phones while we are meeting.

### 4. Participant Responsibilities

- A. Read materials prior to meetings; come prepared;
- B. Engage in meaningful and productive dialogue;
- C. Learn from the past but work toward the future;
- D. Bring criticisms or issues with the group process to the group first;
- E. Assume best intent from all participants; and
- F. Abide by the ground rules and allow the facilitator to enforce them.

### 5. Documentation

- A. Meeting notes will be prepared on a chart pack and a picture posted on the Housing Boulder website within two working days of the meeting;
- B. Staff will draft a final meeting summary identifying key issues and the most promising tools to address the specific goal. All perspectives and how issues will move forward will be documented; and
- C. Working group members will review and comment before the summary is finalized.