

HOUSING BOULDER



Working Group Ground Rules and Protocols

1. Name of the Working Group – _____ Working Group
2. Purpose statement and scope of work – separate document
3. 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
4. Participant Responsibilities
 - A. Abide by the protocols and allow facilitator to enforce them
 - B. Engage in meaningful and productive dialogue
 - C. Assume best intent from all participants
 - D. Actively participate
 - E. Focus on the discussion at hand; avoid side conversations, which can be distracting for everyone
 - F. Speak up respectfully if in opposition to a proposal
 - G. Provide an explanation for all objections
 - H. Avoid destructive language and personal attacks
 - I. Read materials prior to meetings; come prepared
 - J. Be or become knowledgeable about the issue at hand
 - K. Avoid surprises
 - L. Characterize your own needs, desires, and interests; let others do the same
 - M. Disclose any actual or potential conflicts of interest
 - N. Respect the time of the group; speak briefly and on topic
 - O. Learn from the past but don't let it bog you down; work toward the future
 - P. Limit comment and discussion to purpose statement and scope of work for this Working Group
5. Consensus Building Framework
 - A. Anticipated impact of group's research and input
 - B. Approach if consensus cannot be reached and conditions for using this approach
 - i. Documentation of all perspectives and how issue will move forward
 - C. Determine at first meeting whether members must be present to provide input on a topic
6. 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 and circulate to working group members for review and comment before being finalized