

Santa Cruz Downtown Library Advisory Committee Ground Rules / Terms of Engagement

These ground rules are intended to serve as guidelines for the members of the Downtown Library Advisory Committee (DLAC). They are intended to provide the basis for collaborative communication among stakeholders charged with making advisory recommendations to the Santa Cruz City Council. They are also intended to serve as boundaries for fair and civil behavior, community engagement and group decision making.

The Task Force is comprised of a diverse cross section of the community to represent the different backgrounds and voices of our community. However, we realize that even with this diverse cross-section, we haven't captured all voices and interests. In an effort to engage with as many people as possible, and to build a structure of common knowledge, we invite the public to observe the Task Force educational meetings and provide feedback for Task Force consideration at the end of the each meeting. With that feedback, staff may adjust the educational plan to ensure priorities are being met.

Conduct:

- Meetings will start on time.
- Attendance at meetings is important. If a committee member cannot attend, they should contact Ivan at (831) 427-7706, extension 7792. Meeting minutes will be taken to document decisions and actions of the committee. All meetings will be audio recorded.
- Participants will respect different viewpoints and listen actively when others speak.
- Members will make a good faith effort to work towards reaching an agreement.
- Stay focused on the task at hand and share airtime with others.
- Refrain from distracting others through side conversations.
- Silence all cell phones during meetings.
- Meetings will be two hours in length and will include a community input opportunity at the end of each meeting
- Meetings can be extended beyond the two-hour period with an approval vote of those present.

Communication:

- Agendas will be published at least five days before committee meetings and be made available through the City and Library websites.
- Electronic communication shall be guided by the same general protocols for communication, problem solving and negotiation that are followed when the group is in general face-to-face sessions. All email correspondence shall be directed through Library Staff and be considered a public document.
- All DLAC meetings are open to the public and observers are welcome. Members of the public will have an opportunity to address the DLAC at the end of each meeting (3 minute limit) or provide a written statement.

Decision Making:

1. The DLAC will make its recommendations by consensus with meeting minutes reflecting any dissention. Consensus is defined as a recommendation that may not be ideal for each committee

member but that every member can live with. Voting may be required to determine consensus. A simple majority will be considered consensus.

2. Every participant is responsible for communicating his or her position on issues under consideration. Each participant is also encouraged to clearly state their intentions and concerns at the earliest possible time in the course of the discussions.
3. When members cannot attend a meeting of the DLAC, they may communicate their views to the Library staff prior to that meeting; however members must be present to participate in consensus decision making. Members may participate via conference call.
4. The Committee's final recommendations will be summarized in a written report.