

# South Ridgeline Habitat Study Citizen Task Group

## Group Charter

August 2007

### **Purpose and Scope of Work**

The purpose of the SRHS Task Group is to work with Eugene Planning Division staff to draft a proposal addressing the following key questions for the habitats mapped in the South Ridgeline Habitat Study Inventory and Assessment Report:

- How much habitat to conserve.
- Which habitat areas to conserve.
- Which conservation measures to apply to which sites.

The draft proposal will be presented to the public at a public workshop, and feedback on the draft from the community will be incorporated into the draft to form a staff recommendation to the Eugene Planning Commission.

In order to complete its task, the Task Group will need to discuss:

- The balance of social, economic, conservation, ecological, and recreation needs and goals of the City and city residents.
- Criteria for identifying habitat areas for conservation.
- Criteria for identifying appropriate conservation measures for habitat areas identified for conservation.

### **Duration of the Task Group**

The SRHS Task Group will meet approximately seven times from August – November, until the group's task is complete.

### **SRHS Task Group Process**

The SRHS Citizen Task Group will be staffed by Eugene Planning Division staff members and facilitated by a third-party facilitator.

Working Agreements for the SRHS Task Group - proposed by the facilitator from a Working Agreements Inventory worksheet - are attached for review by task group members. Working Agreements adopted by group members will be added to this charter.

# WORKING AGREEMENTS INVENTORY: SRHS Task Group

## Definitions of the group's task and membership

- Group charter (see attached)
- Length of member terms (through task completion)
- Appointment of group officers (None – facilitated)

## Arriving at an outcome \*

\*"outcome" = decision, agreement or conclusion

- Voting model
- "Consensus-intention" voting model
  - Majority/minority reports
    - Allowed  Not allowed
  - Definition of a quorum
    - Definition of "majority" for voting purposes
- Consent model (The team will seek solutions all can live with. Questions on which the group is unable to get to consent will be set aside and not addressed in the Task Group Report.)
- Consensus model

### **Working Agreements should address five primary aspects of interaction:**

- ✓ Guidelines for membership.
- ✓ Method for arriving at an outcome.
- ✓ Key process agreements.
- ✓ Any ethical considerations.
- ✓ Standards of participation and conduct.

*Some groups have by-laws or a formal charter which outline many of the "rules of the road", but Task Groups and Advisory Groups typically lack such a formal mechanism.*

***This list indicates some of the key details a group should clarify before the deliberations begin!***

## Determining key process agreements

### **Agenda protocols**

- Distributed in advance (5 days prior to the meeting)
- Method for getting an item onto the agenda (Discuss with facilitator prior to agenda distribution)

### **Materials for consideration**

- Distributed in advance (5 days prior to the meeting)

### **Discussion protocols**

- Parliamentary procedure (After initial exploratory discussion, members speak to the merits of proposals. The facilitator will recognize speakers in order.)
- Modified parliamentary procedure (Procedure used when needed to further the discussion and insure fair participation)
- Open format (Members "keep their own gate")

### **Meetings are facilitated**

- By the team leader or chair
- By a facilitator
- By members who rotate the function

### **Role of the facilitator**

- The facilitator works on behalf of  The Task Group  Other: \_\_\_\_\_
- The facilitator may participate in the discussion
- The facilitator may frame issues or broker agreements, but not participate in discussion
- The facilitator only participates in process, not in content, framing or brokering

### **Role of proxies or alternates**

- Allowed or  not allowed (The duration of the Task Team is too short)

### **Substitutes, in event a member drops out.**

- Yes  No. (The duration of the Task Group is too short to require substitutes)

- Meetings start and end on time
- Notes are kept and distributed. (5 days after the date of the meeting)

### Privileges of non-members attending meetings

- May participate
- May not participate (The duration of the Task Group is too short / task too specific)
- May participate at specific points on the agenda

### Member representation

- Members represent/advocate the perspective of a stakeholder group.
- Members represent the good of the order.
- Members represent their Individual point of view

Purpose, charter and role for any sub-committees (None)

### Agreements on momentum

- Commitments to productive discussion practices (e.g. speaking to agenda topics only, solutions not concerns, etc. The facilitator will help keep this gate.)
- Timeframes for completion of tasks and the work of the group. (The Task Group calendar)
- Limits on calls for additional or new data. (Existing data only)
- Timeframe for commenting/reopening discussion conclusions / decisions. (At the following meeting. After that, a conclusion of the group is considered done.)

### Considering group ethics

- Conflicts of interest
- Disclosure of conflicts (This isn't anticipated, but if a member feels any discomfort about their participation in a discussion that could potentially affect them personally, they can disclose it to the group.)
- Confidentiality requirements
- Open meeting policies relative to convening a quorum
- Lobbying outside of the meeting
- Media contacts, or any other public discussion of the work of the group (Members are free to speak about their own experience in the group as individuals, but not to speak for the group. Questions about the SRHS or the overall process, should be referred to Neil Bjorklund.)

### Determining standards of participation, conduct and courtesy

Standards for respectful and courteous conduct

- Waiting to speak in turn
- Speaking with civility, both in tone and content
- Valuing diverse points of view, and the right of others to express differing points of view
- Avoiding adherence to a specific ideology and seeking solutions all can support
- Speaking to issues, not individuals (Avoiding making or taking issues personally)
- Arriving for meetings on time
- Striving for brevity, avoiding restatement or speech-making
- Avoiding side conversations and distractions during meetings
- Sharing information and opportunities to participate fairly among all members
- Turning off all electronica (cell phones beepers lap tops)
- Expectations for level of participation at meetings "Share the floor" "Participate!"
- Commitment to attend meetings. (Because of the short duration of the Task Group, meeting attendance is crucial.)
- Commitments to be prepared for the meeting
- Support for decisions of the group
- Extension of trust relative to the intentions of other members