



SCAPPOOSE
Oregon

50-YEAR PLAN STAKEHOLDER ADVISORY COMMITTEE TEAM AGREEMENT - 2022

Agreements for Conducting Committee Meetings and Business

1. Regular attendance of Committee meetings is critical. If unable to attend, please contact the Planning Dept. at njohnson@cityofscappoose.org or loliver@cityofscappoose.org.
2. Be on time to meetings.
3. The Chair will take the lead in keeping the meeting and discussion focused.
4. The Chair will recognize voting members, non-voting members, City Staff, and the Consultants when indicating they wish to speak.
5. Public comment for this Committee will be provided in written form. All individuals affiliated with this Committee will play a role in promoting the opportunities available for citizen involvement including public comment, the Annual Town Meeting, and the open house events.
6. Use formal procedure (point of order, call for questions, etc.) to focus the meeting, as necessary. Formal procedure may be used when necessary for effective discussion, in lieu of a more informal process. Individuals should use procedure appropriately and be courteous.
7. Committee meetings are recorded and posted online; this requires Committee members to act professionally by:
 - Speaking in turn and on the issue;
 - Not engaging in side conversations; and
 - Treating the public and each other with courtesy.
8. Every effort will be made to adjourn meetings by 8:00 p.m.

Individual Committee Member Conduct Agreements

Committee Members agree to:

- Prepare by reading all documents and reaching out with questions in advance to ensure constructive dialogue during meetings
- Not make assumptions other than assuming positive intentions
- Being open to having conversations and healthy debate
- Always be respectful, maintain dignity and humility
- Hear each other out. Acknowledge contributions and make sure all ideas and voices are heard.
- Recognize your opinion may not always be shared, be open even if you don't agree.
- Disagree without being disagreeable. Respect differences of opinion.
- Follow the rules of order and procedure.
- Ensure equal access to information.
- Move on as a team after the decision has been made. Support each other even if you don't agree.
- Avoid saying or doing anything that would discredit or harm the City.

Adopted by Committee on March 15, 2022