

Principles of Participation by Planning Team Members

Draft February 28, 2016

The following principles of participation have been agreed upon by all members of the _____ Planning Team that has been chartered to develop a draft [Neighborhood or Special Area] Refinement Plan [or amendments to the _____ Refinement Plan].

- Planning Team members will represent and be accountable to the community members of the [_____ neighborhood association or the geographic area encompassed by the planning process].
- Members will work for the overall “good of the neighborhood community,” rather than represent or promote particular organization(s) or agenda(s).
- Members will work in good faith and with reasonable effort to educate community members about the work of the Planning Team.
- Members agree to follow the adopted **Charter, Organizational Structure and Rules, and Process Plan and Schedule**.
- While they serve on the Planning Team, members agree not to lobby City Council or the Planning Commission on behalf of their own positions or points-of-view that are contrary to the decisions of the Planning Team.
- If a member receives inquiries from the media, the member is free to speak from their individual experience, but not to speak for the Planning Team or to speak against decisions of the Planning Team. For inquiries that require a broader perspective or in-depth response, contacts should be referred to the Planning Team Chair or other spokesperson designated by the Planning Team.
- Planning Team members will:
 - Extend trust relative to the intentions of other members. Avoid making assumptions about the interests and motivations of others.
 - Avoid adherence to a specific ideology and seek solutions all can support.
 - Value diverse points of view, and the right of others to express differing points of view.
 - Share information and opportunities to participate among all members.
 - Share off-line dialog and information with the rest of the Planning Team.

- Respect the decisions of the Planning Team. Individual members' opinion of decisions made by the Planning Team can be stated and reflected in the record, but members agree not to undermine the work of the Planning Team.
- Commit to attend Planning Team meetings, be prepared, and arrive on time. (Notify the Chair if you expect to miss a meeting or be late.)
- During Planning Team meetings, members will:
 - Commit to productive discussion practices, such as staying on agenda topic, and framing solutions and proposals that advance the discussion.
 - Respect the presiding person's role as gatekeeper of rules and agreed-upon standards of courtesy and conduct. Members will strive to "keep their own gate."
 - Wait to speak in turn.
 - Participate, but share the floor.
 - Speak with civility, both in tone and content.
 - Speak to issues, not individuals. (Avoid making or taking issues personally.)
 - Strive for brevity, avoiding restatement or speech-making.
 - Avoid side conversations and distractions during meetings.
 - Turn off cell phones and beepers.
 - Be courteous and judicious with use of laptops.