

Foster Shelter Steering Committee

Operating Protocols

For Committee Review and Discussion

The Foster Shelter Steering Committee is a collaborative group. We agree to the following protocols as a basis for how we will work together.

Steering Committee Purpose

To provide input on how the 6144 SE Foster Rd Shelter can benefit the community and those who need its services.

Meeting Ground Rules

As members of the committee, we agree to:

- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Show courtesy – let others finish before speaking, and let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process, and recognize that silence will be interpreted as acceptance of the direction of the group.
- Avoid side conversations.
- Focus questions and comments on the agenda topic.
- Seek to find common ground.
- Encourage innovation and achievable solutions.
- Turn off cell phones or put them on silent mode for the meeting.

Other meeting protocols

We agree to:

- Conduct our work through facilitation.
- Attend all meetings and prepare for meetings by reading materials in advance and arriving on time.
- Support the facilitator in ending meetings on time.
- If we have an unavoidable conflict that requires us to be late or absent:
 - Notify staff.
 - Send our designated alternate to participate in committee discussion, ensuring that our alternate has been fully briefed and are ready to participate. Staff will be notified of designated alternates in advance so as to avoid possible miscommunications about committee participation.
 - Send comments we would like the committee to consider if both the member and alternate are unable to attend.

Accessibility to the public

To ensure a transparent and accessible process, we will:

- Provide public notification of our meetings.
- Hold our meetings open to the public and provide copies of meeting materials upon request.
- Offer public comment opportunities at each meeting.
- Encourage interested members of the public to provide more thorough comments in writing, when needed.
- Prepare meeting summaries.

Recommendations and Decision Making

- We, as a committee, will provide input and make recommendations to the Joint Office of Homeless Services.
- When providing group recommendations:
 - We will work toward consensus, setting aside personal interests in order to seek the best solution for all stakeholders and community members. (Consensus is the point at which all members can support the decision as the most viable decision for the group as a whole, even if it is not each individual's most preferred outcome.)
 - If it is clear that consensus cannot be reached, then a two-thirds majority of those present, providing there is a quorum, will be required for an outcome to be represented as a recommendation of our committee, and other perspectives will be shared with decision makers as minority views. If a two-thirds majority cannot be reached, then all perspectives, as recorded in the meeting summaries, will be forwarded to the decision makers without a group recommendation.
- When asked to provide informal feedback to staff and/or decision makers, our recommendations do not need to be consensus-based.
- If a member cannot be present for a recommendation and so informs staff prior to the meeting, the member may submit written comments that express his or her views on the issues involved, and the committee will consider that information.