



## City of St. Marys Masterplan

### **Steering Committee Ground Rules**

#### **PURPOSE**

As the title suggests, the role of the Steering Committee is to guide the City of St. Marys Project Team, consisting of City staff and contracted consultants, through the process of developing a Strategic Vision and Masterplan for the City of St. Marys. This process will result in a plan and Zoning Ordinance update that can be embraced both politically and by the citizens of St. Marys. The Committee will provide guidance and leadership, oversee the planning process, and act as an advocate for the planning process. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for final plan and ordinance.

#### **COURTESY**

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

#### **MEETINGS**

Meetings generally will be conducted on the first Thursday of each month, beginning on November 5, 2015, from 6 P.M. to 8 P.M. at the St. Marys Senior Center or at such other venue as may be set forth in the posted public notice of the meeting.

#### **ATTENDANCE**

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform staff before the meeting is conducted. If a member misses three meetings without an explanation, the Committee may choose to write a letter to the member to confirm interest and may ultimately seek to replace the member with an Alternate. Steering Committee members are also expected to be responsive to emails, complete assignments, and participate between meetings as needed.

#### **DECISION-MAKING**

As the Committee provides guidance on the planning process, it will reach its recommendations through consensus. Consensus is defined as a recommendation that may not be ideal for each Committee member, but that every member can live with. If any committee member strongly disagrees with a consensus decision of the group, the-member(s) will be able to provide a minority dissent opinion and it will be recorded in the meeting summaries.

#### **CHAIRPERSON**

The Steering Committee will elect a member to be Chairperson. The role of the Chairperson is to: 1) open, conduct and adjourn meetings on-time, 2) be available, as necessary to staff in the preparation of agendas and how to best involve the full Committee in work plan tasks, 3) to act

as spokesperson, upon approval of the full Committee, during public involvement processes and public interchanges and 4) to fulfil those duties normally associated with the office of Chairperson.. A Vice-Chairperson will also be elected by the Steering Committee to serve in the role of Chairperson in the event that the Chairperson is absent or cannot otherwise fulfill his/her duties. The Steering Committee may choose to adopt a rule that requires either the Chairperson or the ice Chairperson to be present at any given meeting.

## **QUORUM**

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented. Since there are nine Committee members, a quorum for this committee will be met with five Committee members.

## **ALTERNATES**

Committee members have made a commitment to attend the meetings and gain the understanding of the issues and each other's viewpoints needed to reach agreement on plan recommendations. However, there may be circumstances when regular members must withdraw from the Steering Committee due to unforeseen circumstances. To address this situation and to ensure that the Steering Committee remains functional throughout the entire Master Plan process, two alternate members will be selected by the City Council. In the order of their appointment, Alternates will be asked to fill in if a Steering Committee member must withdraw from the Committee.

## **SPOKESPERSONS**

The Committee Chairperson (or the Vice Chairperson in the Chairperson's absence) will be the spokesperson for the Steering Committee; however, the Steering Committee may choose to elect another member as the spokesperson. The Spokesperson is obligated to present a unified message after considering the different viewpoints of the Committee's members, recognizing that each member might have made a somewhat different statement as an individual. The Spokesperson must consistently represent the Committee's united recommendations to interested organizations, the public, and the media. In addition, each Committee member has a responsibility to represent the full Committee when speaking on Plan-related issues. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee's work.

## **STAFFING**

The Staffing Team for this project includes appropriate personnel from the City of St. Marys along with contract consultant assistance provided by Ecological Planning Group (EPG), RS&H, and Connie Cooper. The Staffing Team will schedule internal meetings, distribute agendas and public notices, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities. The role of the consultant will be to:

1. Provide the deliverables required by the Consultant's contract with the City as according to the schedule set forth in the contract

2. To discuss the content of the deliverables and to be available at the regularly scheduled monthly meetings to facilitate discussions, moderate discussions and answer questions about the tasks and deliverables from the Committee and the public
3. Assist the members during Committee discussions to reconcile differences among Committee members
4. Be a sounding board for staff and Committee members in the preparation of agendas and how to best involve the full Committee in work plan tasks.
5. Act as moderator during public involvement processes and public interchanges identified in the contract between the City and EPG.

### **PUBLIC INVOLVEMENT IN THE STEERING COMMITTEE**

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. Committee meetings will be open to the public and agendas and minutes will be posted on the project webpage. The preferred method of public input will be via written or emailed documents to staff or Committee members. However, comments will be taken at the end of meetings with a 2 minute limit per person, upon previous notice to the committee.

When appropriate, the Chairperson may permit questions or comment from the Public at other times during the meeting subject to time limits announced by the Chairperson. The Committee reserves the right to invite representatives from other public agencies, interested community groups, etc. to comment in writing or at public meetings on matters of interest to such persons or where such persons may have expertise or unique information about a matter being considered by the Committee. Public Outreach strategies will likely include social media, such as Facebook and Twitter, and a website for the Master Plan with a link to Steering Committee meetings; however, the use of such social media may be constrained based on limitations imposed by the social media provider or based on any applicable legal restrictions.