

Citizens Advisory Committee - Roles and Responsibilities

1) Mission

To provide citizen perspectives and advice to the staff, consultants, County Planning & Zoning Commission, and Board of County Commissioners on the policy direction and priorities for implementation for the *Sheridan County Comprehensive Plan*.

2) Advisory Committee Membership

The committee will include residents, property and business owners and other individuals from throughout the County with particular interest and knowledge in the County's future. Advisory Committee members are appointed by the County Commissioners.

3) Advisory Committee Values, Roles and Responsibilities

The committee will be committed to helping the staff and consultants prepare the Plan through a timely, open, and fair process. The Advisory Committee will be dedicated to thorough examination of materials prepared during the planning process; thoughtful dialogue about community values and their bearing on the plan; and carefully crafted statements of advice that will give decision-makers the committee's best collective thinking. *It is important to understand that the Advisory Committee is not a decision-making body; that is the role of the County Planning & Zoning Commission and Board of County Commissioners.*

Roles and Responsibilities

- Engage in a thoughtful, thorough discussion
- Advocate for his/her interests
- Share relevant information with the other committee members
- Keep the community informed and involved throughout the planning process
- Keep other members informed about the community's perspectives
- Work to identify promising options
- Openly discuss and evaluate those options
- Seek consensus on advice to be offered to staff and decision-makers.

Advisory Committee Support

To support the committee, the project team will:

- Distribute helpful information materials (in advance of meetings, whenever possible)
- Prepare meeting agendas
- Document the committee's progress
- Facilitate committee meetings
- Prepare the Plan materials

4) Time Allotted for Public Comments

Committee meetings will be open to the public and each agenda will include a designated period of time (typically 10 minutes) for public questions and comments at either the beginning or end of each meeting (or both).

5) Decision-Making – Level of Agreement Voting

The committee will make decisions on its recommendations and advice on a step-by-step basis. Once agreement is reached on a particular step in the study process, we will not revisit it in subsequent meetings (in the interest of keeping on track with the planning process). However, at the conclusion of the project the group will reexamine all the findings to ensure that they are consistent and properly represent the group's desired input to decision-makers.

The preferred method of reaching decisions in Committee meetings will be to reach consensus agreement wherever possible. However, in order to avoid getting bogged down on particular issues, group members can express their *level of agreement* with a given proposal by voting using according to their view on a particular issue as follows:

- ◆ Full support – (show 1 finger)
- ◆ Support with reservations; will support in the best interest of the group – (show 2 fingers)
- ◆ Cannot support proposal, have unresolved issues – (show 3 fingers)

If anyone raises three fingers, they will take responsibility to suggest a new, improved proposal for group consideration.

6) Advisory Committee Guidelines

In this committee process, we will strive for productivity, respect, creativity and clarity. As committee members, we agree to:

Use our time productively

- Arrive on time
- Stay on track and share the meeting time
- Come prepared

Show respect for self and others

- Listen carefully and with respect
- Treat all members as equals in our discussions
- Confront the issue, not the individual
- Refrain from undermining the work and reports of the committee

Bring creativity to the planning process

- View disagreements as opportunities to learn and to compromise for the greater good of the community, not battles to be won
- Seek new solutions to conflicts

Be clear in our communications

- Share all relevant information
- Understand differing views
- Identify areas of common ground