

Charter Review Committee Tasks & Schedule DRAFT

Task	Month	January					February				March					April				May				June				
	Monday - Start of Week	1	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30
1.) Setup Process																												
2.) Information Gathering																												
* Research (Areas of Interest)																												
* Interviews (One-on-One)																												
* Testimony (All/2 CRC Members)																												
3.) Organize Information																												
* Summarize Findings																												
* Prepare for Step 1																												
4.) Visioning (Brainstorming) - Step 1																												
* Define Issues and Ideas																												
* Goals/Objectives																												
5.) Summary of Issues, Needs & Overall Strategies																												
6.) Develop Decision Criteria																												
7.) Identify Possible Alternative Solutions - Step 2																												
8.) Test Solutions Against Decision Criteria and Narrow Choices																												
9.) Determine Recommendations - Step 3																												
10.) Prepare Report																												
11.) Submit to City Council																												

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STRUCTURE FOR CHARTER REVIEW

AREAS OF INTEREST

To be determined

PROCEDURES

- The Committee Chair and staff will identify appropriate speakers to present topics to the Committee.
- The Committee will be broken down into no more than five sub-committees who will do further research and develop recommendations to the entire committee.
- Each committee member is asked to serve on at least one sub-committee and no more than three sub-committees.
- A sub-committee must have a minimum of four members to be formed and have no more than seven members to avoid a quorum.
- Committee members will be allowed to sign up for sub-committees based on their interest.
- The Charter Review Committee members will be asked to sign-up to visit specifically identified groups to obtain input (neighborhood councils, business districts, etc.) A minimum of two committee members must sign up for a visit in order to make this approach practical. A communication package will be provided by staff including talking points and calendar of events.
- The Charter Review Committee will receive presentations relevant to the decided areas of interest for the 2014 Charter review during February and early March. Sub-committees will be scheduled for reporting back on recommendations for decision criteria and alternative actions/solutions by the end of March.
- The month of April will be used for broad outreach to share draft recommendations with the public, gather public feedback to the recommendations, and finalize recommendations and present City Council on May 6, 2014.

PUBLIC COMMENT

- The Committee Chair, at his discretion, may recognize members of the public for comment at such times as deemed appropriate.
- At all regularly or specially scheduled public hearing of the Charter Review Committee, members of the public will be allowed to address the committee one time for a maximum of three minutes on any topics of interest related to Charter review.
- The Charter Review Committee will maximize the use of its web page, social media as well as TV Tacoma (to the extent budget allows) to encourage members of the public to attend public hearings and provide written comment.
- The Charter Review Committee may solicit feedback from interested organizations asking for written comment regarding the Charter review.

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SPEAKING FOR THE COMMITTEE

The Chair will be the public spokesperson for the Charter Review Committee and may request other members to speak on behalf of the committee when he is unavailable.

Because committee members will be making presentations and receiving input from groups such as the neighborhood councils and business districts, committee members will need to be prepared to answer questions. Talking points will be developed for committee members to use when speaking to these groups. Talking points will focus on the process the committee is using for review as well as the topic areas that are being soliciting input on. Once the committee has decided on an approach that we are going to take to a particular topic, committee members may also present this information. Otherwise, committee members should be careful to separate their specific opinions from those expressed by the committee.

OTHER SUB-COMMITTEES

Agenda Sub-Committee: this sub-committee will meet on an as-needed basis to address process and structure issues with regard to the Charter Review.

Ground Rules

- Eight members of the committee constitute a quorum for business.
- We will strive for consensus, but majority rules. Minority reports are allowed.
- We will conduct business according to “loosened” Roberts Rules of Order.
- Everyone has an equal voice. Leave status at the door.
- One person talks at a time. Minimize side conversations.
- Meetings begin and end on time and will not go beyond the no later than time without consensus to continue.
- Committee members are responsible for getting information on meetings they have missed well in advance of the next meeting. Get committee members materials for review with as much advance notice as possible.
- Committee will review and adjust agenda for next meeting at the end of each meeting.
- Create environment where people can ask and answer difficult questions without judgment.
- Set clear expectations for tasks, assignments, etc.
- Revisit decisions only when there is new, compelling information.
- Complete assignments on time.
- Minimize engaging in question and answer discussion with the public during meetings.
- Minimize unnecessary e-mail.
- City staff should use its own discretion in deciding what emails to forward to the group. Generally, emails that staff receives from the public containing input on the Charter

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review should be forwarded to all committee members. Emails that are addressed to just one committee member should be forwarded to that committee member.

- Rules for how to use email:

You will be using your personal email addresses to communicate with other committee members or city staff.

If you have any email correspondence regarding committee topics (whether it be to other Committee members or citizens), remember that this correspondence is a matter of public record. In order to keep a history of this correspondence you should include, on the “cc” line of your email, the official inbox at: charterreview@cityoftacoma.org.