



# City of Watsonville

*"A Community of Opportunities"*

## City of Watsonville Local Risk & Hazard Mitigation Plan Planning Committee Ground Rules

### PURPOSE

As the title suggest, the role of the Planning Committee (PC) is to guide the Watsonville Steering Committee through the process that will result in a plan that can be embraced both politically and by the constituency within the planning area. The PC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all partners and the various interest groups in the planning area. 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 hazard mitigation.

### CHAIRPERSON

The Planning Committee selected **(Fill-in Name Here)** representing the citizens of Watsonville to act as the chairperson for this planning effort. The role of the chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time, 2) allow all members to be heard during discussions, 3) moderate discussions between members with differing points of view, and 4) be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan tasks. **(Fill-in Name Here)**, representing the City of Watsonville Planning Department, was selected as vice chairperson to take the chair's role when the chair is not available. The Committee chose to adopt a rule that requires either the chair or the vice chair to be present at any given 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 3 consecutive meetings, the Committee may choose to write a letter to the member to confirm interest and may ultimately seek to replace the member.

Although in-person attendance is encouraged, remote attendance, e.g., via a webinar, conference call, or other electronic means that allows for everyone to talk, is permissible for participation and for reaching a quorum.

## **QUORUM**

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented. A quorum for this committee will be met with fifty percent (50%) plus 1 member of the Committee membership and the chair or vice chairperson must be present.

## **ALTERNATES**

A specific list of Committee members was selected for the Planning Committee (see attached list). These 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 cannot attend. To address these circumstances, alternate members have been identified for each active committee member. The Committee decided the role of alternates is fully interchangeable with that of regular Committee members. Alternates will be able to voice opinions and vote, in the place of the absent committee member they represent. Alternates can be added to the attached list at any time by the members of the Planning Committee.

## **DECISION-MAKING**

As the Committee provides advice and guidance on the Plan, it will reach its recommendations through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with it (using the consensus continuum as a gage). Voting is defined as "majority rules". The Committee decided that consensus will be their preferred method of decision making. However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In either case, minority dissent will be recorded in the meeting summaries and the Committee chose to note such opinions in their final recommendations.

## **RECOMMENDATIONS**

The Committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The Committee may also assist in the presentation of the Plan to the elected bodies of participating organizations.

## **SPOKESPERSONS**

Ideally the Committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the Committee's united recommendations to participating

organizations, the public, and the media, a Committee spokesperson could be selected. In addition, each member should have a responsibility to represent the Committee's recommendation when speaking on Plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee's work.

## **STAFFING**

The Steering Committee for this project includes appropriate personnel from the City of Watsonville Planning, Public Works departments and the City Manager's Office along with contract consultant assistance provided by Harris & Associates. The Steering Committee will schedule meetings, distribute agendas, prepare information/presentations for Planning Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.

## **PUBLIC INVOLVEMENT**

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. Development of a public involvement strategy will be one of the first tasks undertaken by Committee.

### **Public Comment Protocol**

Planning Committee meetings will comply with the state law governing public meetings, also known as the Brown Act, which includes these provisions:

- All items on the agenda are open to public comment before final action is taken.
- "Public Comment" gives you an opportunity to speak to the Planning Committee about an issue that is not on the agenda. Speakers are requested to restrict their comments to issues that are within the jurisdiction of the Planning Committee and to stay within a three-minute time limit. The Brown Act, with certain exceptions, does not permit the Planning Committee to discuss or take action on items that are not on the agenda.
- Time limits are observed to conduct city business effectively and efficiently. The City of Watsonville has established a five-minute time limit for individual speakers for items that are listed on the agenda. Speakers are to restrict comments to items as they appear on the agenda. The Chairperson (or Vice-Chairperson in case the Chairperson is absent) has the discretion of limiting total discussion time or extending the time limit to 10 minutes for a group discussion.

## **COURTESY**

Planning 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 **(Fill-in the Blank)** of each month from **(Fill-in the Blank)** pm in Watsonville. Meetings will be open to the public. Committee members will be notified in advanced as to where the meeting will be held. Meetings can be added or deleted as needed as determined by the Steering Committee in order to meet timelines and milestones specified in the scope of work.

**Planning Committee Members**

Name	Title	Department

**Planning Committee Alternate Members**

Name	Title	Department