Lane County Climate Advisory Committee
Working Agreements

Expectations

1. **Preparation**: Do your homework. Come prepared, ensuring productive, efficient, and effective meetings. Meeting materials should be distributed a week in advance.

2. **Participation**: Be engaged. Participate by listening and sharing your thoughts. Be concise, stay on topic. Listen to learn; share what’s important. Wait to be called on before speaking.

3. **Respect**: Treat each other as equals. Be open to new ideas. Focus on the What, not the Who. Be transparent.

4. **Notice**: When possible, provide advance notice of new information and proposals.

5. **Focus**: Work towards action items.

6. **Delegation**: When appropriate, delegate work to subcommittees. Committee members should participate in subcommittees.

Decision Making

1. **Quorum**: the Bylaws state: “A quorum will consist of a simple majority of the currently appointed membership except that persons on approved leave of absences will not be counted in determining a quorum. In no event will a quorum consist of fewer than five members.”

2. **Consensus**: Use a consensus decision-making process to foster mutual respect and a collaborative approach to problem solving. Members will seek to advance broad interests and look for win-win solutions. Consensus means that all voting members present can live with the decision. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision.

3. **Supermajority Vote**: In rare cases where consensus cannot be reached, decisions will be made by a two-thirds supermajority of the voting members present. A simple majority of voting members present may call for the end of discussion and a supermajority vote.

4. **Minority Report**: A minority report option can be triggered when one-third of members in attendance agree that a majority/minority report is needed. If agreement cannot be reached, a separate set of recommendations can be recorded through a minority report. The minority report is drafted by members who represent the minority perspective. The members will be asked to prepare language reflecting their views, the language should clearly identify the issues and alternative recommendations.

Subcommittees

1. **Formation**: Subcommittees are formed by decision of the Committee.

2. **Chair**: Subcommittees select their own chairs.

3. **Scheduling**: The Chair of the subcommittee will work with staff to schedule a meeting time and location which are subject to public meeting requirements.

4. **Updates**: Subcommittees shall regularly update the Committee of their work.
5. **Participation**: All members are invited to all subcommittee meetings.
6. **Steering Committee**: There shall be a standing Steering Committee consisting of at least the Chair and Vice-Chair.

**Work Plan**

1. **Development**: The CAC will develop an annual work plan.
2. **Use**: The CAC will strive to follow the work plan as best as possible.

**Agendas**

1. **Development**: The Steering Committee will review the work plan and discuss proposed agenda items. The Steering Committee will meet the week following the regular monthly meetings.
2. **Adjustments**: The first agenda item of each meeting will be to review the agenda, allowing for adjustments.
3. **Requests**: The last agenda item for each meeting will be requesting items to discuss in the future.
4. **Public Involvement**: Each meeting will allow an opportunity for public comment, towards the beginning or end of the meeting as will allow the public to best engage.

**External Communications**

1. **Spokesperson**: Unless decided otherwise, the Chair or in her/his absence the Vice-Chair shall act as spokesperson for the committee. The spokesperson can share topics the committee is discussing, decisions that have been finalized, procedural guidelines and agreements of the committee, and public input the committee has received.
2. **Liaisons**: Make efforts to meet with the Commissioner who appointed you, or if an At-Large Member, a Commissioner of your choice, on at least a quarterly basis.