

August 28, 2007

## Stakeholder Advisory Group Roles and Responsibilities

### 1) Mission

To provide diverse perspectives and advice to the staff, consultants, town and county Planning Commissions, and elected officials, on the policy direction and priorities for the Jackson/Teton County Comprehensive Plan update.

### 2) Advisory Group Membership

The group will include representatives from various organizations, residents, property and business owners and other individuals from throughout Teton County and the Town of Jackson with particular interest and knowledge in the 1994 Plan and the region's future. Members are approved but not appointed by the elected officials.

### 3) Advisory Group Values, Roles and Responsibilities

The group will be committed to helping the staff and consultants prepare the Plan through a timely, open, and fair process. The group will be dedicated to thorough examination of materials prepared during the planning process; thoughtful dialogue about community values and their bearing on the plan update; and carefully crafted statements of advice that will give decision-makers the committee's best collective thinking. *It is important to understand that the Stakeholder Advisory Group is not a decision-making body; that is the role of the elected officials of the town and county.*

#### **Roles and Responsibilities**

- Engage in a thoughtful, thorough discussion
- Advocate for his/her interests
- Share relevant information with the other group members
- Keep the community and organizations informed and involved throughout the planning process
- Keep other group 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 Group 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 meetings
- Prepare the plan update materials

## **4) Time Allotted for Public Comments**

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 group 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 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) Stakeholder Advisory Group Guidelines**

In this process, we will strive for productivity, respect, creativity and clarity. As 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 and update

- 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