



Community Stakeholder Group – Protocols and Expectations

Why was the Community Stakeholder Group (CSG) formed?

The CSG was formed to capture a diverse cross-section of community members representing varying community interests and perspectives. The primary outcome of the CSG is to review recommendations and provide feedback to City staff and the consultant team at key stages of specific plan development. Ultimately, the intention is for the final specific plan document to be reflective of local community member interests and values.

Standards of Decorum

- CSG members are expected to participate with the spirit of cooperation and an open mind. This includes respecting the value of a facilitated discussion; including speaking one at a time, respecting the time of others to be heard, and actively listening and learning from all members.
- CSG members are expected to treat differences of opinion as a strength; and respect all opinions discussed during meetings. No person attending a CSG meeting shall intentionally disturb or distract from the conduct of the meeting.
- The CSG meetings shall be led by a facilitator. Individuals intentionally distracting from the meeting agenda or the recognized person speaking shall be reminded to stop causing the disturbance or interfere with the conduct of the meeting. If the individual continues to disturb or interfere with the conduct of the meeting, the facilitator may bar that individual(s) from further participation in the CSG.

Roles of Members

- CSG members commit to work from a perspective of constructive dialogue and consensus.
- CSG members shall consider input from a wide range of stakeholders.
- CSG members serve as “ambassadors” of the C3SP project to the community and are encouraged to share their knowledge about the process to ensure the community’s exposure is as far-reaching as possible. CSG members who receive requests from the community for information or presentations about the C3SP project should advise the City Project Managers (Elaine Thienprasiddhi and Kevin Clausen-Quiroz) who will coordinate outreach activities as necessary.

Attendance

- Attendance by CSG members is expected at every meeting. If you cannot attend a meeting, please inform the City Project Managers (Elaine Thienprasiddhi and Kevin Clausen-Quiroz) at least 24 hours prior to the meeting.



Facilitation

- City staff and/or consultant team will facilitate the CSG meetings. The facilitator may intervene to keep the discussion moving, to conclude an item or topic, or to encourage equitable participation.
- To respect all members' time, each meeting will focus on a specific topic(s) related to the C3SP, as discussed further in this presentation. When topics, ideas, or concerns not directly related to the C3SP come up during a meeting, City staff or consultant will note the input for future consideration and follow-up outside of the CSG.

Virtual Meeting Protocols

- CSG members with video capability are asked to use the video feature on their device. To minimize distractions in your screen background, please use the virtual background provided by City staff for all meetings.
- Mute microphones when not speaking to reduce background noise levels.
- Use the "Raise Hand" feature to indicate a comment or question and the facilitator will call on individuals to unmute themselves and speak in the order received.
- Before speaking, state your name to ensure all are aware of who is speaking.
- All virtual meetings will be recorded. Meeting recordings will be posted on the Project Website so that it is available to the public for later viewing.

Meeting Summary

- Following each meeting, the consultant team will prepare a meeting summary to reflect major milestones or decisions, issues, concerns, and the general nature of the discussion. The summary will not attribute statements to any members (or the public). Differences of opinion on major issues will be noted providing the key interests of all "sides."

Thank You!

On behalf of the City and the consultant team, we would like to thank you for your willingness to take time out of your busy schedules to serve your community and help shape the future of the Center City Corridors area of Anaheim!