We have discussed several ideas for managing our meetings more efficiently. Below are some suggestions by Commission members and other ideas that could be adopted. This is by no means an exhaustive list. Please be prepared to discuss these ideas add your own. Just an FYI, our meetings cost approximately $2,400 per hour.

General Meeting Procedures

1. General Public comment will be taken at the beginning, after lunch and at the end of each meeting day.
2. Each speaker will begin by providing context for their agenda item prior to discussing the details of that item
3. Pre reads and handouts will be submitted to staff sufficiently early to allow them to be distributed at least two business days ahead of a meeting. Items that are drafts will be marked as such.
4. Staff will create, distribute and post to the web site a brief summary after the completion of each meeting that will include:
   a. All actions taken
   b. List of action items given, who is responsible and when they are due
   Edits by Commissioners will be returned within three business days after the initial draft is distributed.

Voting

Voting options
- Yes – support motion
- No – do not support motion
- Pass – wait until the end to either vote or abstain
- Present - abstain

Potential Voting Processes (are we happy with alphabetical or do we want to try something different)
1. Alphabetical
2. Alphabetical switching starting person every time
3. Random

Invited Speakers

1. Add names and times to agenda as far ahead of the start date as possible
2. Chair will attempt to schedule speakers at the start of each session after public comments or after lunch/breaks so that our guests do not have to wait through a break during their scheduled time.

Managing Discussion

1. Allow a maximum of five minutes per subcommittee report unless approval of item required

2. Place durations on individual agenda items to serve as a guideline.

3. Setup a timer on the screen so everyone knows how long items are taking

4. Allowing everyone a chance to speak once before anyone goes twice

5. Limit discussion duration to X rounds with Y minutes in the first round and Z minutes in subsequent rounds. This could be waved for decisions like hiring

6. Allow Chair to moderate discussion by allowing follow-up on a comment/topic brought up by one commissioner before moving to the next commissioner in the queue who is bringing up a different comment/topic

7. There have been times where we have held a long, intense discussion and then we all voted yes on the motion. Is there a way to ensure everyone gets to be heard and to expedite the decision making process? Is there a way to indicate how we are leaning on a given motion?

Rules of Order
The first eight were told that the Commission is required by law to follow the latest version of Roberts Rules of Order although I can't find evidence of that in state code. The following were the modified Rules of Order adopted while choosing the next six. We have been following these rules for the most part. Do we want to formally adopt some version of Robert's Rules of Order or some other set of rules?

1. Commissioners may raise a hand instead of standing to be recognized, and may remain seated when making a motion or speaking;
2. Commissioners may speak any number of times on a question (instead of only twice), except that regular rules apply to appeals;
3. A motion does not have to be pending in order to discuss a subject informally;
4. In putting questions to a vote, the chair need not stand;
5. The chair can participate in debate just as any other commission member and can make motions and vote.

Would the Commission like to adopt a set of Ground Rules? We have will have a Code of Conduct policy. Does that adequately cover the ground rules? Some ideas are listed below.

1. Show respect; always:
    a. Be punctual
    b. Be sensitive
    c. Have courtesy
    d. Show civility
2. Leave your ego at the door
3. Be open minded
4. Be positive
5. Have focus and discipline
6. Exercise time management
7. Be team oriented
8. Come prepared and do your share
9. Agree to disagree – then move on
10. Listen actively
11. Maintain confidentiality
12. Practice the "Golden Rule" – treat others as you wish to be treated
13. One person speaks at a time
14. Don't raise your voice; improve your argument
15. Raise your hand to be recognized
16. Have fun
17. Be receptive to feedback without attitude
18. Be focused on others, not yourself
19. Be open to hearing other perspectives
20. Be patient
21. Respect each other's time during discussion/don't interrupt
22. Be an active listener/show time listened/digest
23. Remain objective
24. Raise hand
25. Discipline
26. Cell phones - silence/appropriate use
27. Be fully present/focused
28. Respond, don't react