

Santa Ana General Plan Advisory Group

Ground Rules

The purpose of a General Plan Advisory Group (GPAG) is to provide input to City Staff in developing the General Plan update. These GPAG ground rules are intended to promote efficient and collaborative communication, consensus, and fair and civil behavior.

A. Ground Rules: GPAG members shall:

- 1) Keep an open mind at all times (open to ideas contrary or different to yours).
- 2) Do your homework, prepare for and attend meetings.
- 3) One person shall speak at a time (raise your hand and wait to be called to talk)
- 4) Remain brief, be mindful of time and allow everyone to share viewpoints (don't monopolize conversation).
- 5) When competing interests, focus on meeting them all if possible.
- 6) Maintain civil and respectful discourse at all times.
- 7) Respect differing viewpoints, be attentive when others speak, and ask questions of each other for clarification and to aid mutual understanding.
- 8) Make best faith efforts toward reaching consensus. Debates should be treated as issues to be resolved rather than arguments to be won.
- 9) Share responsibility for the success of the process and the quality of work.
- 10) Distinguish your personal assumptions from facts or truths.
- 11) Consider the ideas presented at face value rather than second guess why.
- 12) Stay focused on the task at hand and share discussion time.
- 13) Refrain from side conversations and distractions, including the use of cell phones.
- 14) Concentrate on content; focus on how to promote productive discussion (move conversation forward).
- 15) Notify staff ahead of time if unable to attend a meeting.

B. Clear and Timely Communication: Every participant is responsible for communicating their position on issues under consideration at the earliest possible time.

C. Information Sharing: Action minutes and/or summaries of GPAG meetings will be kept on the general plan website. GPAG members who wish to share written information with the Group shall provide such to City staff at least 72 hours prior to any scheduled meeting to allow for distribution prior to the meeting.

D. Absences: Two consecutive absences by a member from a GPAG meeting shall be grounds for dismissal.

E. Timely adjournment: GPAG meetings will adjourn by 7:00 p.m. whenever possible.