

City Green Task Force Chairman's recommendations on how to conduct more effective meetings and ensure the openness and transparency required by the Sunshine Law

Effectiveness of Meetings:

Our Vice-Chair will act as our parliamentarian and time keeper when the Chair is present and should assign those duties when acting as Chair.

We will read the proposed minutes before our meetings provided by the City Sustainability Office via email and correct and vote on accepting them at the next meeting as our second order of business.

Please come prepared to discuss the subjects and issues related to the specific meeting. Reading material is many times forwarded for your review. The assumption will be that you have read it and that our dialog will be beyond the reading material. Please treat this reading material as base-line information not to be rehashed at the meeting but expanded upon. Please forward reading material to the group via the City's Sustainability Office (sustainability@wpb.org) when you think it is helpful to advancing our understanding of the issues.

Our dialog is richer and our recommendations better when we have full and equal participation. As with any group, some are more vocal than others but all voices are equal. Please help the group by fully participating in the conversation. Please let the Chair know when you want to speak and every attempt will be made to try and pick you in order. Also, people are sometimes reluctant to speak if they disagree or have misgivings with the direction a discussion is going, particularly if the discussion is lively. This is precisely when we need to hear from you the most. The Chair will make a concerted effort to pick members who are not speaking-up to ensure that we achieve a full dialog and relative consensus.

The Task Force is required to operate under *Robert's Rules of Order* and as such there will be motions, seconds, and votes in the traditional sense. The Chair will act as the person clarifying motions and any amended motions. Please hold the "second" until the motion is clear and understandable to the group and to the person taking meeting minutes. In most cases the Chair will try to conduct the discussion in a manner that will result in consensus so all members feel they are equally invested in the recommendations made to the Mayor and City. These discussions should be allowed to run their course and take whatever the time necessary to develop the best result. Please hold your motions until a full discussion has occurred or when asked by the Chair for a motion. Relative time limits will be placed on the agenda for the purpose of moving meetings along but please feel free to indicate if you would like more time for discussion.

Official recommendations from the Task Force to the Mayor will be made through the Office of Sustainability or from time to time by presentation from the Chair or Vice-Chair as requested by the Mayor or the Office of Sustainability. Citizens are always encouraged to make recommendations to their elected officials or to the Task Force. The Task Force should always communicate their recommendation with one voice to avoid message confusion.

Sunshine Law:

From time to time members will be asked to research subjects that fall within their area of interest or professional expertise. When *fact-finding* please make a concerted effort to providing just the facts researched and avoid making recommendations or providing opinion until our regularly scheduled and publicly noticed meetings. From now on please send your findings to the City's Sustainability Office at sustainability@wpb.org so they can ensure our compliance with the Sunshine Law. They will disseminate the information to the Task Force promptly after their review.