

Yolo County Airport Public Input Workshop

October 17, 2013; 7:00 – 9:00 p.m.

Attachment 1

Effective Public Meeting Management

- If decisions are to be made as part of a process, a decision rule should be established and understood by participants – consensus, ultra-majority votes, majority votes, etc. – at the beginning of the process
- The role of majority and minority reports should be established at the beginning of the process so it is clear how discussions/outcomes will be conveyed to decision-makers
- Every meeting should have clear objectives established and conveyed to participants prior to the meeting
- An agenda and responsibilities for presentations and/or leading various part of the agenda should be established and conveyed prior to the meeting
- Clear procedures should be established for how the meeting will be managed, with a clear set of meeting groundrules/protocols agreed to by participants at the inception of each meeting
- Meeting participants should help hold each other accountable for complying with adopted meeting groundrules/protocols
- Adequate lead time should be provided before meetings for reviewing documents relevant to anticipated discussions/agenda topics
- Thoroughness and accuracy of information on which input is desired should be verified prior to distribution
- Impartial, experienced facilitators should be utilized when issues are complex or contentious, especially when issues of trust or negative past experiences are involved

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Attachment 2

Best Practices for Civil Dialogue and Productive Meetings

1. Respect others point of view even if you disagree
2. Respect others time and opportunity to speak and be heard
3. Seek clarity before making assumptions or assigning motives – test assumptions
4. Replace accusations with seeking to clarify others points of view
5. Recognize that all points of view have some validity
6. Recognize that no one individual/group has all the answers – it is essential to know how to integrate and resolve contributions from different groups
7. Replace predetermined outcomes/bias with an openness to new ideas – this does not mean discarding your interests or values
8. Treat differences as a strength
9. Replace conjecture with data/proven information when possible
10. Present critiques in conjunction with potential solutions which meet the range of interests expressed

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Attachment 3

Concepts Related to Principled Negotiation

1. Focus on interests, not positionsⁱ
2. Look for objective criteria as the basis for decision-making
3. Invent options for mutual gain
4. Separate the people from the problem
5. Just because you disagree does not mean you have to be disagreeable
6. Where trust is an issue, seek ways to proceed independent of trust
7. A willingness to negotiate and find integrative solutions does not mean abandoning your values
8. Avoidance, accommodation, compromise and competition often leave potential joint gains on the table compared to collaborative solutions
9. Put effort into finding solutions that address each party's interests – to the extent possible (recognizing it is not always possible)
10. Realize the “greater good” often supersedes individual interests – look for ways to avoid the “tragedy of the commons”

ⁱ The first six principles are drawn from “Getting to Yes,” by Roger Fisher and Bill Ury