

# **Covington Hazard Mitigation Plan STEERING COMMITTEE FINAL GROUND RULES**

## **PURPOSE**

As the title suggests, the role of the Steering Committee (SC) is to guide the City of Covington as well as the planning team through the process that will result in a plan that can be embraced both politically and by the constituency within the planning area. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all partners and the various interest groups in the planning area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

## **CHAIRPERSON**

The Steering Committee has selected **Shellie Bates** as its Chairperson. The potential role of a chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time; 2) allow all members to be heard during discussions; 3) moderate discussions between members with differing points of view; and 4) be a sounding board for staff in the preparation of agendas and how to best involve the full committee in work plan tasks.

The committee selected **Glenn Akramoff** as the Vice Chair and to act as the principal spokesperson for the planning effort. The principal role of the Vice Chair is to assume the duties of the chair when the chair is not able to attend a meeting or forum.

## **ATTENDANCE**

Participation of all committee members in meetings is important and members should make every effort to attend each meeting. If committee members cannot attend, they should inform the planning team before the meeting is conducted. Each Steering Committee member should attempt to identify an alternate who will represent that member at any meeting for which attendance cannot be met. If a member accumulates:

- 1 unexcused absence, or
- 2 consecutive excused absences

That member will be contacted by the Chair to see if there are any issues with regards to that individual's participation on the Committee. Any final action following the inquiry will be at the direction of the Steering Committee. The Steering Committee will strive to maintain the SC membership at eight (8) members with a representative makeup similar to the initial committee makeup.

## **QUORUM**

A minimum attendance at each meeting is needed to ensure that the different viewpoints of committee members are adequately represented. The committee has chosen to establish a quorum of 50% plus 1 of the Steering Committee membership. This establishes a minimum attendance of 5 members for a valid meeting.

## **ALTERNATES**

A specific list of committee members was selected for the Steering Committee. These members have made a commitment to attend the meetings and gain the understanding of the issues and each other's viewpoints needed to reach agreement on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternate members should be identified for some organizations and interests. The Steering Committee has decided that the role of alternates, compared to regular Committee members, is that they are fully interchangeable. A Steering Committee alternate can make a binding decision or vote on any issue at a meeting in which they preside as a Steering Committee representative.

## **DECISION-MAKING**

As the committee provides advice and guidance on the plan, a method must be established under which decisions will be made. Two primary methods on which decisions can be based are through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each committee member, but every member can live with it (using the consensus continuum as a gage). Voting is defined as “majority rules”. In either case, strong minority opinions could be recorded in meeting summaries and the committee may choose to note such opinions in their final recommendations.

## **RECOMMENDATIONS**

The committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The committee may also assist in the presentation of the plan to the elected bodies of participating organizations.

## **SPOKESPERSONS**

Ideally, the committee will present a united front after considering the different viewpoints of its members, recognizing that each member may have made a somewhat different recommendation. To consistently represent the committee's unanimous recommendations/decisions to participating organizations, the public, and the media, a committee spokesperson should be selected.

In addition, each member should have a responsibility to represent the committee's recommendation when speaking on plan-related issues as a committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the committee's work.

## **STAFFING**

The Planning Team for this project includes appropriate personnel from the Public Works Department along with contract consultant assistance provided by Tetra Tech, Inc. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for committee meetings, write meeting summaries, and generally seek to facilitate the committee's activities.

## **PUBLIC INVOLVEMENT**

All Steering Committee meetings will be open to the public. Members of the public wishing to address the SC must sign in prior to the meeting and identify their name, address and whom they represent. All Steering Committee meeting agendas will be posted on the City's website. Public comments will be taken prior to initiation of each meeting. Each member of the public wishing to address the SC will be given a single allotment of 4 minutes to address the committee. This will be 4 minutes per speaker. Speaking time cannot be aggregated or passed on to another speaker. All public comments received will be reflected in the meeting minutes.

## **COURTESY**

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

## **MEETING DATES**

Meetings generally will be conducted on the third Tuesday of each month from 9:30 AM to 11:30 AM at Covington City Hall. All meetings will be open to the public and advertised as such.