

Present:

Laura Stein, Chair  
Paul Perkovic  
Kathryn Carter-Slater  
Joe Gore  
David Spiselman  
Leonard Woren  
John Plock

Protocol Committee Meeting  
Group Memo  
4/9/98  
MidCoast Community Council

Absent:

Ric Lohman  
Chris McComb  
Mary Hobbs

**What Happened and How?**

Each group member presented their thoughts on what they would like to see this Committee accomplish. (C. McComb and M. Hobbs’s notes were presented to the group.)

***With regards to the MCCC meetings:***

How do we increase the focus and direction of MCCC meetings? Do we need to add more control? Is there a need to institute Robert’s Rules of Order?

Will it be useful to provide written guidelines for the audience on “meeting etiquette” i.e. “do not interrupt others”, “no name calling”, etc.

Should the audience only be allowed to speak once on an agenda item?

How much discretion should the Chair use?

How do we prevent interruptions?

How do we keep focused on topics?

How do we insure the public’s full participation and yet prevent excessively lengthy, and out of control meetings? How do we balance respect for the presentation of public opinion while respecting Council Members need to leave the meeting at a reasonable hour?

How do we insure orderly communication among Council members?

How do we provide a “safe arena” for the public to voice their opinion?

Will noting “desired outcomes” for agenda items, keep our discussions more focused?

\*Certain sections of the MidCoast Community Council by-laws were reviewed by the group.

**Decisions/Action Items:**

**Person  
Responsible    When**

**e** Public Comment Period:

This will take place, following the Pledge of Allegiance, and will be suspended at 7:30 PM. Public comment period will resume after the last agenda item, “Setting of Next Week’s Agenda”. This will accommodate members of the community who did not get an opportunity to speak.

In an attempt to make the meetings more orderly, we will use “Speaker Slips” at the next two MCCC meetings. Their use will be evaluated at the next Protocol Meeting.

Kathryn            4/22/98

Public Discussion of Agenda Items:

The Chair will suggest that the community attempt to contain their comments to three (3) minutes. However, should someone require more time to speak, they will not be interrupted. David continuing

A red card will be held up, by a Council Member simply to alert the speaker of the passing of three minutes. Joe continuing

Council Etiquette:

Each Board Member will be provided with a small card, to be kept in front of them at meetings, with suggested guidelines and reminders of "Board Member Manners". Joe 4/22/98

Agenda Protocol:

The agenda for the MCCC meeting will be e-mailed, by the Chair, to each Council Member, on the Sunday following the most recent MCCC meeting. Each member will review the agenda for any requested changes or revisions and e-mail their requests back to the Chair, with a deadline of Monday night. David 4/12/98  
MCCC Members 4/13/98

For each agenda item, the person who is responsible for introducing the subject will be noted (that is, who is making the presentation, who is submitting the problem to the group, who is responsible for this area of concern, etc.) The person responsible for each item should figure out, if necessary, with the help of the Chair, a good way to handle the issue. In a sense, each agenda item is like a mini-meeting. You have to decide what type of meeting to have: what you want to do and how you are going to do it – a content and process agenda. In most cases, you won't be able to give a specific problem-solving method or technique, but you do want to communicate whether you expect the group simply to listen to a report or to become involved in solving a particular problem or making a decision.

Responsibilities of Council Member Presenting Agenda Item:

-to invite speakers or interested parties related to the topic being presented at the MCCC meeting-to prepare a "study packet", which is to be placed in each Board Member's mail box the Sunday prior to the next MCCC meeting. The packet will consist of back-up documentation or research on the topic scheduled for discussion. This will allow the Board Members time to educate themselves, prior to the MCCC meeting.  
-a copy of each "Study Packet" will be made available by the presenting Council Member, to the public, at the Three-Zero Café, compliments of Joe Gore.

Next Steps:

The next Protocol Meeting was scheduled for, Thursday, April 23. However, due to work commitments, I am unavailable that day. The Mirada Surf Scoping Meeting is also scheduled that week. Therefore, the next meeting will be scheduled for Thursday, April 30.