

**Ada County**  
**Local Hazard Mitigation Plan-Update**  
**STEERING COMMITTEE GROUND RULES**

**PURPOSE**

As the title suggests, the role of the Steering Committee (SC) is to guide the Planning Team through the plan update process that will result in a plan that can be embraced both politically and by the constituency within Ada County. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and 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.

**LEADERSHIP**

The Steering Committee selected **Angie Gilman** representing Ada County Development Services to be the chairperson. The 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. **Phil Bandy**, citizen representative, was selected as vice chairperson to take the chair's role when the chair is not available. The Committee chose to adopt a rule that requires either the chair or the vice chair to be present at any given meeting.

**ATTENDANCE**

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If a Committee member cannot attend, they should inform the planning team before the meeting is conducted. If a member misses a meeting without an explanation, the chairperson will contact the member to determine his or her interest in continued support of this process. The chairperson will also contact a member to determine if participation will still be possible if a committee member two consecutive meetings, regardless of notice being provide. The resulting action following such an inquiry will be at the discretion of the chair. (Note: designated alternates as discussed below will count as committee member attendance as applicable)

**QUORUM**

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented. A quorum for this committee will be 50 percent of the committee membership plus one member in attendance (9 members). This quorum can be met with an attendance augmented by designated alternates.

**ALTERNATES**

Steering Committee members can identify an alternate should they feel there will be an issue with their ability to attend all meetings. When an alternate is attending a meeting on behalf of the primary representative, they are acting as the proxy for the primary Committee member. It

is the primary Steering Committee member's responsibility to make sure that the alternate understands their position prior to any meeting where a plan component will be confirmed by a vote.

Alternates will receive copies of all meeting materials as well as meeting agendas and minutes. Alternates are welcome to attend any and all scheduled meetings. Alternates will not have a vote on this committee when the primary Committee member is also in attendance. Alternates will only have a vote when they are attending in the place of the primary Committee member. Coordination of who attends scheduled meetings is the sole responsibility of the primary member and their designated alternate. Those Committee members that chose to designate alternates shall notify the planning team no later than one week prior to the next scheduled SC meeting.

### **DECISION-MAKING**

As the Committee provides advice and guidance on the Plan, it will reach its recommendations 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." The Committee decided that consensus will be their preferred method of decision making. However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In the event of a tie, the Chairperson will make the final decision. In any case, minority dissent will be recorded as requested in the meeting summaries and the Committee may choose to note such opinions in their final recommendations. On action items where decisions will need to be made by the Committee, a vote will be taken to determine consensus or the majority stance of the committee. Only seated Steering Committee members or their designated alternates that are attending the meeting as the principal representative will have a vote. Members of the public, planning team members, or alternates that are attending a meeting in conjunction with their principal representative will not have a vote.

### **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.

### **PUBLIC RELATIONS COORDINATOR**

Ideally the Committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the Committee's united recommendations to participating organizations, the public, and the media; the Committee spokesperson will be the Public Affairs Coordinator assigned to this project, Brian Holmes.

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. Finally, Committee members may need to help with presentations given to governing bodies as well as during public meetings or presentations.

## **STAFFING**

The Planning Team for this project includes appropriate personnel from Ada County Emergency Management (ACEM) 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**

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. 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 LHMP website a minimum of 1 week prior to each SC meeting. Public comments will be taken prior to initiation of each meeting. Comments will only be taken on items contained on the agenda for that meeting. Each member of the public wishing to address the SC will be given a single allotment of 3 minutes to address the Committee, with a total aggregated time not to exceed 15 minutes. Speaking time cannot be transferred to another speaker. The number of speakers allowed to address the committee will be at the discretion of the chair. All public comments received will be reflected in the meeting summaries.

## **COURTESY**

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

## **MEETINGS**

Meetings generally will be conducted on the second Thursday of each month from 10:00 AM to 12:00 PM at a location to be announced, unless otherwise notified by the planning team. Committee members will be notified in advance as to where the meeting will be held.