



## Public Meeting Process and Norms for Arts, History & Cultural Council (AHCC) Members and the Public

### AHCC Meetings generally follow the following format:

1. Call to Order by the Committee Chair
  - a. If any public attendees have comments that relate to Agenda items, they will be invited to speak after the introduction of that item. Otherwise, general Public Comment is at the end of each Agenda.
2. Presentation of Agenda Topic
  - a. After each topic is presented by staff, the Chair will invite public attendees to make comments related to the Agenda item.
  - b. AHCC members ask questions and make comments.
  - c. The Chair will summarize the comments/conclusion(s) of the committee.
  - d. AHCC members motion to vote on the topic, if applicable.
3. The next topic is addressed until the meeting is complete.
4. Public Comment
  - a. Public attendees are invited to make comments that are not already on the evening's Agenda at this time.

### For Public Attendees, when attending our meetings, please follow these guidelines:

- Please do not interrupt other speakers, committee members, or staff. Please listen to others and give them the courtesy of your full attention.
- Leave all signs outside of the meeting place.
- Our expectations for making public comments are as follows:
  - All public comments are limited to 3 minutes per speaker.
    - A timer will be displayed at the front of the room for consistency.
    - The Chair may ask speakers to stand down when their time is up.
  - Speakers may either come to the front of the room, or stand by their chair.
  - Please begin your comments by stating your full name and residence.
  - Speak loud enough so that everyone can hear your comments.
  - Present comments in a respectful and concise manner.
  - If you agree with a previous speaker, please note this quickly and avoid repeating the same comment so that others will have time to make their comments and the meeting progresses in a timely manner.



- The public comment period will be limited to a total of 30 minutes to allow other Agenda items to be addressed. The Chair has the option to adjust this process to address the number of people at the meeting who wish to speak, or other factors that are unique to the particular topic to ensure an effective public process.
- Staff members may respond to public comments or questions, but ongoing dialogue is discouraged.

**For all AHCC meetings, including full committee meetings, subcommittee meetings and special meetings, the following norms will be recognized and followed by members and staff:**

## Process Norms

- We will respect everyone's time by starting and ending on time.
- Only one conversation at one time. Refrain from side-talk.
- Any discussions that are not related to the Agenda item may be added to a future Agenda.
- Be present with the people you are meeting with. Put away phones and other devices during the meeting.
- Challenge past assumptions and utilize equity framework.
- Develop respect and an ability to listen and consider outlying opinions or ideas.
- Look ahead to positive action, learn from the past but don't dwell.
- Aim for GETGO - good enough to go, not perfection.
- Everyone is responsible for upholding the norms. Acknowledge if you notice we are not doing so.

## Preparation Norms

- Be prepared and come ready to engage. Read the agenda and do any pre-work ahead of time.
- Come empowered to make commitments for your area or function.
- Put aside other topics and work so you are ready to focus on the discussion at hand.
- Meeting material and agenda is required to be sent at least 24 hours before a meeting.

## Communication Norms:

- Ask questions for clarification to help avoid making assumptions.
- Make sure everyone's voice is heard.
- Balance your participation - speak and listen.



- Listen actively to fellow board members without interrupting others.
- Clarify when you are advocating vs offering an idea.
- Say it now, in the room. Avoid waiting till later to raise an issue.
- All voices count. All opinions are valid, but offer reasoning behind your thinking and share relevant information.

## Decision-making Norms

- We will use Robert's Rules of Order as our decision making process.
- Each person is responsible for ensuring they understand the options and arguments before making the decision.
- Be willing to support a team consensus even if you initially do not agree with it.
- Do not push other ideas on the team after a decision has been made.
- Acknowledge when you are playing "devil's advocate" to help test a decision or idea.
- Separate your own personal feelings from what's best for the group / organization.

## Meeting Norms:

- If absence is possible, please give staff 24-48 hours notice (canceling meetings is a process and difficult to do in only a few hours)

If a board member feels they are not able to fulfill these expectations, in addition to the requirements of board and commission members through the [City and County of Broomfield's Ordinances 2-61 through 2-70](#), they are welcome to work with staff on a solution, or to voluntarily step down from the board.