

# ORGANIZING PRINCIPLES OF THE XYZ ADVISORY GROUP

## **I: Name**

The name of this group shall be the XYZ Advisory Group (Advisory Group).

## **II: Mission**

The purpose of the Advisory Group is to provide recommendations for the design and construction of the bridge, and to provide an open channel for facilitated dialogue involving the community, the ABC Agency (ABC), and other governmental agencies with an interest in the proposed project to ...

Through the Advisory Group, members representing a cross section of the community will work collaboratively to identify, understand, and address issues and concerns related to the proposed project. The Advisory Group shall make written recommendations to ABC.

The Advisory Group shall operate in a confidential manner; views and positions may be communicated only without attribution to specific individuals or groups. The Advisory Group members may inform the community of issues discussed and the understandings achieved by consensus.

## **III: Membership**

### **1: Composition**

The Advisory Group shall be composed of no fewer than 13 and up to 15 members representing a cross section of the community. Each member, at his or her discretion, may designate in writing an alternate to attend meetings when he or she is unable.

In addition, representatives of the following government agencies shall be designated as ex-officio, non-voting members: ABC, named state agencies, named local government agencies, and named federal agencies.

### **2: Duration of Membership**

Members of the Advisory Group shall serve at least through the period of the ABC public meeting which is expected to be in ...

### **3: Appointment of Members**

Initially, ten to fifteen members will be invited by an organizing committee comprised of representatives of ABC and other local, state and federal agencies. Additional members of the Advisory Group, if any, shall be selected by the Advisory Group. Notification of the selection shall be sent via written communication. All members shall be selected based on their ability to represent various community interests and their willingness to abide by these organizing principles.

### **4: Attendance**

All members and government representatives are expected to attend each meeting. Alternates will attend meetings only in the absence of the member for whom they are an alternate and adhere to these organizing principles. Others will attend meetings by

## ORGANIZING PRINCIPLES OF THE XYZ ADVISORY GROUP

invitation only as decided by the Advisory Group. A member may resign his or her membership at any time by written letter delivered to the facilitator.

### **5: Compensation**

Members and alternates shall serve voluntarily and without compensation by the Advisory Group.

### **IV: Facilitation**

An independent, impartial individual shall facilitate Advisory Group meetings, be responsible for preparing meeting notices and agendas, and serve as a resource in fostering effective communication between the interest groups. The individual selected to perform this role shall be acceptable to the participants. The facilitator shall not advocate for any party or any position and shall adhere to the *Statement of Values and Code of Ethics for Group Facilitators* published by the International Association of Facilitators.

### **V: Working Groups**

Working groups may be designated by the Advisory Group membership to perform specific, mission-related tasks. Members of working groups shall be designated by the Advisory Group and may include non-members.

### **VI: Meetings**

#### **1: Schedule**

The Advisory Group shall meet approximately once per month at a place and time determined by the membership. Special meetings may be called by the Advisory Group members. The facilitator shall ensure that notice of all meetings is given.

#### **2: Procedures**

The facilitator shall ensure that members are notified of regular and special meetings via written correspondence, fax, email, or personal phone call at least one week in advance of the meeting. The facilitator shall prepare an agenda for each meeting, with input from the members.

Notes of the meeting shall be kept by ABC's engineering and design Consultant, and provided to the facilitator within 5 days of the meeting date. Meeting notes will then be distributed to the Advisory Group as a draft for comment at least 5 days in advance of the next meeting. Meeting notes shall be approved by the Advisory Group members at the next meeting. Meeting notes shall be distributed only to Advisory Group members and government agency representatives.

#### **3: Participation**

Meetings are open to members of the Advisory Group, designated government representatives as indicated in Article III, and other individuals that the Advisory Group may agree to invite.

# ORGANIZING PRINCIPLES OF THE XYZ ADVISORY GROUP

## VII: Principles of Decision Making

The Advisory Group will be making recommendations regarding the proposed project as well as decisions regarding the processes by which the Advisory Group operates. The Advisory Group members shall work collaboratively in all of their meetings and interactions and may adopt ground rules to clarify their mutual expectations.

### 1: Consensus

All decisions shall be made by consensus of all members present, given a quorum. Consensus shall mean that each member present feels that he or she has had the opportunity to present his or her views and be understood by others and either agrees with the stated resolution, is willing to support it, or is willing to stand aside so that the group can move on.

### 2: Quorum

Amendments to these organizing principles and any other policy decisions or recommendations shall require the presence of a majority of all Advisory Group members or their designated alternates.

## VIII: Finances

The facilitator shall be paid by ABC using federal and state funds through a contract administered by the ... There is no financial commitment of any party other than the NYS ABC.

## IX: Amendments

These organizing principles shall be adopted, repealed or amended according to the procedures detailed in Article VII. Notice of possible action on the organizing principles must be given in advance.

## X: Ground Rules

The ground rules of this group shall be those described in the article "Ground Rules for Effective Groups" by Roger Schwarz, and, in addition, the following:

Limits on amount of time for any individual to speak may be established at any meeting. The facilitator may impose such time limits when appropriate.

The names of the Advisory Group members shall be made available to the public by ABC. Affiliations shall not be included.

Meetings will start and end promptly at the agreed-on time. At the facilitator's discretion, the meeting time may be extended by ten minutes; longer with the consent of the Advisory Group.