

# **NORTH CLACKAMAS PARK STEWARDSHIP COMMITTEE**

## **OPERATING PROTOCOLS**

### **PURPOSE**

#### **MISSION:**

- To act as stewards for NCP, sustaining and promoting a multi-use, environmentally sound, neighborhood-friendly park.

#### **VISION:**

- To create a collaborative coalition of stakeholders, exchanging ideas in a positive manner and generating consensus-based solutions

#### **GOALS:**

- To act in an ombuds function, serving as a voice for the park and citizens of the district about North Clackamas Park
- To create positive solutions for the diverse users of the park and the surrounding community
- To be a resource to the park district, assisting with current and future issues impacting the park

### **RESPONSIBILITIES**

- Attend monthly (approximately) meetings or arrange for alternate representative to attend.
- Review materials in advance of meetings.
- Actively participate in the meetings.
- Abide by the agreed upon meeting guidelines.
- Bring ideas and solutions
- Seek ways to find common ground

### **STRUCTURE**

- Approximately 8 members (plus alternates) representing:
  - Youth Sports
  - City of Milwaukie
  - Dogs
  - Environment/Creeks
  - Friends of N. Clackamas Park
  - Horses
  - Institutional Neighbors
  - Milwaukie Center
- Elect/appoint a Chair and Vice-chair
- County Park staff will be the scribe and produce meeting summaries

- The County will be our media spokesperson, and the Chair will be the backup spokesperson
- Rotate the Chair position every year or two?
- The Committee is open to new stakeholder groups
- Terms for members?

## **PROCEDURES**

### ***Meeting Schedule***

- Meetings will be held on the 4<sup>th</sup> Wednesday of each month, from 4:00 pm – 6:00 pm in the Milwaukie Center
- Meeting materials will be emailed a week in advance of the meeting.
- Discussions will be facilitated for the first 3 – 6 meetings
- Meeting summaries will be emailed to representatives before the second Friday of the month or no later than one week before the next meeting [revised 8/23/06].

### ***Meeting Guidelines***

- Members will share the available speaking time, be respectful of a range of opinions, and focus on successfully completing the agreed upon agenda.
- Members will use common courtesy, and seek to understand the needs of each user group.
- The group's meetings are "Open Meetings" (open to the public) but not "Public Meetings" (requiring official notice).
- Find a way to have dialogue with guests at our meetings. If it becomes too time-consuming, we will manage it.
- Every member will have a chance to speak once before anyone speaks twice.
- Notice of Committee meetings, and contact information for committee members, will be posted on the Park Department website and posted on park bulletin boards.
- Members of the public are encouraged to contact their representatives with their input, or to submit comments in writing.

### ***Making Recommendations***

- The group makes recommendations to Dan Zinzer, Manager, Clackamas County Parks Department
- The group will strive for consensus recommendations using an agreed upon definition of consensus.
- If no consensus is reached, the group will continue to work on finding a mutually agreeable solution. If consensus cannot be reached and the group needs to provide its thinking to policy makers, the group will send a report with the differing opinions and concerns. If a vote is taken, each representative gets one vote, which can be cast by the representative or his/her alternate, but not both.

### ***Internal Communication***

- Members are encouraged to contact each other outside of meetings to discuss the project and resolve issues.
- All project information will be available electronically.
- The group can bring in experts as needed. They could be paid, if the District consents to the expense.

### ***External Communication***

- Members agree to respect this group's process, and will agree on how we will talk about this group and its work outside of the group, in order to build trust.
- Members are encouraged to share information with other members of the community and act as a liaison to the constituent group that they represent.
- Requests by the Media should be directed to the Parks Department, who may refer them to the Chair