

## **City of Malibu**

### **Strategic Plan on Homelessness**

### **Advisory Group Charge, Responsibilities and Operating Procedures**

The purpose of the Advisory Group is to provide input for development of the City of Malibu Strategic Plan on Homelessness. The Advisory Group will participate in the development and review of the Strategic Plan on Homelessness; however, the City Council is the decision-making body.

#### **The specific charge of the Advisory Group is to:**

- Learn about the issues and opportunities to address homelessness in the City of Malibu.
- Provide a forum for discussion, to offer and consider ideas and solutions.
- Provide information and advice for development of the Strategic Plan on Homelessness, which City staff and the consultants will use, along with information gathered from community outreach and related research, to prepare the Strategic Plan.

#### **Advisory Group Member Responsibilities**

- Attend all scheduled Advisory Group meetings.
- Listen actively to the ideas and opinions expressed by other Advisory Group members, engage in constructive discussion, and be open to alternative solutions and points of view.
- Review and respond to draft documents prepared by City staff and consultants.
- Represent the views of community members and organizations with which you are associated.
- Inform community members and organizations with which you are associated about the plan development process.
- Adhere to the Advisory Group operating principles and cooperate with this process to contribute to its success.

#### **Operating Principles**

The Advisory Group will carry out its charge through a series of three facilitated meetings. To ensure a useful and productive exchange of information, the Advisory Group will conduct its work according to the following operating principles:

- **Transparency** : City of Malibu staff and Advisory Group members will share relevant information and facts to facilitate productive discussion and progress toward mutual goals.
- **Equal Participation** : All participants agree to provide one another the opportunity to engage in balanced dialogue on meeting topics, and will minimize domination of discussions by allowing time for other speakers.

- **Inclusivity** : Advisory Group meetings will be conducted to ensure the ideas and views of all members are considered.
- **Respectful and Responsive Engagement** : Advisory Group members will show courtesy, honesty and respect for each other during all communications, especially when giving or receiving contrary opinions.
- **Facilitated Meetings** : Members will adhere to all Meeting Ground Rules and support the facilitator in enforcing these with the Group and other meeting attendees. The meeting facilitator will help the Advisory Group manage its agendas and enforce the Operating Principles.
- **Meeting Documentation** : All meetings will be graphically recorded on large wall-sized sheets of paper (wallgraphics) that will also become the basis for written summaries of group discussions. City staff may take additional notes.
- **Communications Outside of Meetings** : Members agree to represent the work of the Group accurately and air any issues or concerns about the process in the meetings or with the facilitator. Communications with the media should come from the Group as a whole.
- **Agreements** : The Advisory Group will strive for consensus, but if not within reach, facilitators will document those in favor and those opposed to any proposed solution or final group vote.

### **Meeting Ground Rules**

- Base your opinions, ideas and comments on facts and experience rather than perception; consider your personal frame of reference.
- Wait to be recognized by the facilitator before you speak.
- Stay with the topic at hand or hold your comment and yield to someone who has a comment on the topic at hand.
- Keep your comments brief and constructive.
- Focus on issues instead of people or personalities.
- Be open to new ideas and be expansive in your thinking.
- Attendees not on the Advisory Group: please share your comment during the designated segment on the agenda, or communicate through a Member.