

West Haymarket Acton Team Meeting and Process Protocol

April 3, 2007

General Meeting Management and Format

- **NEBRASKA PUBLIC MEETINGS ACT:** It is the stated intent of the West Haymarket Action Team to respect and to follow the requirements of the Nebraska Open Meetings Act (Sections 84-1407 to 84-1414.)
- **MEETING LOCATION IN PUBLIC BUILDINGS:** Meetings of the West Haymarket Acton Team shall be held in “public buildings.” For purposes of this policy, this shall mean a facility owned by a public entity that is accessible to all members of the community. For example, such facilities may include the County-City Building, the Justice & Law Enforcement Building, Lincoln City Libraries, LES facilities, Lincoln Parks and Recreation facilities, Lincoln Public School facilities, or similar public buildings. Meetings of any subcommittees the Acton Team may create are not required to be held in public buildings; nor are meetings of such subcommittees required to be open to the public pursuant to conditions set forth in the Nebraska Open Meetings Act.
- **POSTING OF NEBRASKA OPEN MEETINGS ACT:** The Nebraska Open Meetings Act shall be posted at an accessible location in the room where West Haymarket Action Team meetings are being held. At the beginning of each Action Team meeting, the public shall be informed by the Chair of the meeting about the location of the posted information.
- **WRITTEN AGENDAS:** All meetings of the West Haymarket Action Team are to follow a written agenda outlining the topics to be discussed by the Action Team.
- **POSTING OF PUBLIC NOTICE:** Action Team agendas shall be posted at least 24 hours in advance of any full West Haymarket Action Team meeting. These postings will occur in the County-City Building in accordance with the City’s established meeting notice procedures. Every reasonable effort will be made to post the Action Team meeting agendas on the City’s “InterLinc” website.

- **MEETING QUORUM:** Official meetings of the West Haymarket Action Team should be held with a majority of the members be present at the session. In the absence of a quorum, discussions among Acton Team members and presentations to the Action Team may take place at times and locations set on the agenda but no official actions may be taken.
- **MEETING PARTICIPATION:** Only members of the West Haymarket Action Team and staff (including study-sponsored consultants and resource experts) are allowed to speak during the meetings. Comments and questions from the audience are not permitted. Other provisions for the receiving of public comments are provided for within these rules of protocol.
- **REPORTS FROM SUBCOMMITTEES:** Interim reports and other findings from the individual working subgroups are to be reported to the Action Team by a member of the working subgroup.
- **RECEIPT OF PUBLIC COMMENTS:** Opportunities shall be provided for the public to directly address the West Haymarket Action Team during formal public meetings of the Action Team. It is the policy of the West Haymarket Action Team to receive public comments at the beginning of their meetings for a period of up to 15 minutes. Comments from the public shall be limited to 3 minutes per person or group. It will be the Chair’s responsibility to manage the “public comment period” and to ensure a fair and equitable allocation of time among all speakers. The Chair may request that persons wishing to speak sign-in prior to the designated public comment period. (Note: The Nebraska Open Meetings Act does not require a public body to allow citizens to speak at each meeting.)

Committee and Work Group Voting

- **CONSENSUS STANDARD:** The West Haymarket Action Team and working subcommittees should strive to reach an overall consensus regarding the work they are charged with completing. This consensus should reflect the broad interests of the entire community and attempt to capture the values embodied in the participants of this process. Similarly, the Acton Team and working subgroups should strive to formulate recommendations and findings that are realistic, founded in sound research, and offer a reasonable time frame and opportunity for implementation.

- **ACTION TEAM ACTIONS:** Any formal action taken the West Haymarket Acton Team shall follow the requirements of the Nebraska Open Meetings Act. The Act indicates that “Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting.”

Media Contacts

- **MEDIA CONTACT STANDARD:** The work of the Action Team and working subcommittees will be of broad community interest. This is likely to produce inquiries from the local media concerning their progress and work products. The purpose of this policy is ensure that an accurate and consistent voice is provided to the media regarding the activities of Action Team and working subgroups.
- **MEDIA POLICY:** Inquires from the media regarding the work of the Acton Team should be directed to the Action Team Tri-Chairs. Action Team members may speak with the media but shall be careful to indicate that their comments may not necessarily reflect the opinions or recommendations of the larger body.