



# MEETING NORMS & ETHICS

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## CONTEXT

You have been nominated to serve on an Advisory Group for the Planning Department's Article 80 development review process. We ask that all Advisory Group members review and return a signed version of this form in advance of the first meeting and review/ renew this commitment on an annual basis.

## PURPOSE OF THE FORM

This form is intended to provide guidance to Advisory Group members to ensure expectations are transparent and support meetings that are productive and welcoming as you advise the City.

## MEETING NORMS

- Provide feedback and insights that are within the Advisory Group's scope of review, and not beyond.
- Please make every effort to attend all Advisory Group meetings. If you are not able to attend, you should notify the Project Manager at least 24 hours in advance.
- Follow the direction or instructions provided by Planning Department staff or meeting facilitators.
- Refrain from interrupting presentations or those speaking during conversations.
- Be conscious about how much you speak. Please share your comments and questions, while making space for others to participate.
- Welcome differences of opinion.
- Communicate in a respectful manner that allows all meeting attendees to feel comfortable and welcome in their contributions.



- Focus criticisms, comments, opinion, and discussion on topics, not people.
- Use I statements, provide comments based on your lived experience (or that of other close relationships), and respect but not assume the experience of others.
- Assume good intentions of others.
- Respect the experience, knowledge, and history of all people.

## ETHICS STATEMENT

- I will not solicit or accept gifts, kick backs, or payments while serving, or after serving on an Advisory Group that solely benefits myself, or a member of my immediate family, from the development team or those associated with this project.

Advisory Group members play an important role. If I miss two or more meetings without notifying the Project Manager, or if my actions or speech limit others' ability to participate, I may be removed from the Advisory Group and not invited to join future Advisory Groups.

As a nominee for an Advisory Group (IAG, CAC, Task Force) as part of the Planning Department's Article 80 development review process, I have reviewed and have been asked to follow the above Meeting Norms and Ethics Statement.

Printed Name:

Signature:

Date