



Midpeninsula Regional
Open Space District

La Honda Creek Preserve Parking and Trailhead Access Feasibility Study Chair and Vice-Chair Duties September 12, 2019

General Meeting Procedures Script for the Chair:

1. This is a meeting of the La Honda Public Access Working Group. The meeting is now called to order. It is ____ p.m. (*turn over to facilitation team for welcome and agenda overview*)
2. Are there any members of the public wishing to comment specifically on items discussed during the last Working Group meeting or on upcoming items for this meeting?
3. Does any member of the Working Group have suggested changes to the meeting summary?
4. May I have a motion to approve the meeting summary? Second?
 - a. Vote
5. We will now begin Working Group business. (*turn over to facilitation team*)
6. Does any member of the Working Group have any items to bring up for discussion at the next meeting? (*turn over to facilitation team*)
7. Are there any members of the public wishing to comment on the items discussed tonight? Please fill out a comment card and note that you have 2 minutes to share a public comment.
8. Seeing no other commenters, we will now adjourn the meeting.

Chair of the Working Group Duties:

- For PAWG meetings:
 - Consult with project team on the meeting agenda
 - Debrief with project team following each Working Group meeting
- During PAWG meetings:
 - Call the meeting to order
 - Entertain motions, manage discussions on the motions, call for votes
 - Support the facilitation team during the meeting
 - Open, manage and close the public comment session(s)
 - Adjourn the meeting
- For Planning and Natural Resources Committee and Board meetings
 - Coordinate with facilitation team on Working Group findings report
 - Present the Working Group findings to the Board of Directors

Vice Chair of the Working Group Duties:

- Perform all Chair duties in her/his absence
- Support the Chair in upholding procedures in motions and votes
- Support the facilitation team during Working Group meetings

Project and Facilitation Team Duties:

- Provide process support to Chair/Vice Chair during the meeting
- Provide materials and/or presentations during Working Group business
- Manage Working Group questions, comments and discussion
- Facilitate opportunities to determine level of agreement with proposed items
- Take notes and provide written summary on discussion themes, key issues, areas of agreement and issues requiring further discussion and resolution, for each Working Group meeting
- Assist in drafting the Working Group findings report and preparing the presentation to Board

Chair and Vice-Chair Selection Process:

- Working Group members may indicate an interest in serving as Chair at the September 12, 2019 meeting.
- Voting will be at the September 12 meeting; a quorum of the total voting Working Group membership is required to hold the vote. All members present will be permitted to vote.
- The facilitator will collect the ballots and tally the votes. The individual with the highest vote total becomes Chair; the runner-up will be named Vice-Chair.