

Operating Guidelines

Draft of November 12, 2020

Our Charge

This is an abbreviated version. For the complete version see City Council Order #63-20/2

1. Define “escalated response”

AND

2. Determine if there’s evidence of escalated responses in South Portland due to the presence of a uniformed, armed police officer AND that individuals in need of assistance do not receive assistance.
 - a. We’re supposed to use statistics and examples to answer this question
 - b. We’re also supposed to consider cost savings, stress on police officers, and resident health and welfare

AND

3. Research and evaluate other response models and if they would be helpful or necessary for South Portland

AND

4. Provide a recommendation to City Council that includes
 - a. Review of options studies
 - b. Statement of the problem here in South Portland
 - c. Cost estimate
 - d. Measurable outcomes

OR

5. Provide a review of options and an explanation of why the Working Group believes there is not, or likely to be, a problem in South Portland.

Meeting Guidelines

1. Meetings are audio and video recorded

Recordings are to be publicly available after each meeting.

2. Chat on the side

Chat comments are saved and are provided to Working Group members and are publicly available after each meeting. The Facilitator and Working Group members are not expected to read or respond to Chat comments while the meeting is in progress.

3. Proper names in Zoom

This is so complete and correct names appear for the benefit of viewers.

4. Facilitator in charge

The facilitator will run the meetings including calling on people and calling for consensus and for votes.

5. Room for all views

The facilitator will deliberately seek comments from the less talkative.

6. Written themes and conclusions as we go

The facilitator will make notes on the screen for participants to react to.

7. Open mindedness and appreciated

Withhold judgement – it's okay to change your mind – no one decides 'til we all decide.

8. Respect for all, always

We don't take or make things personal. This is not about people but positions.

9. Let's model how to do this

People are watching how we honor and blend our different views.

Other Guidelines

1. Stay on focus

We will not stray from our charge

2. No Chair or Vice-Chair

All equal – facilitator serves the group as a whole

3. Decisions by consensus with votes when needed

- A. Work hard to understand the situation and each other
- B. Understand and try to accommodate concerns
- C. Look for agreement and be flexible
- D. Calls for consensus have three options
 - Support
 - Stand aside to allow to proceed
 - Block for the good of the group
- E. If the facilitator determines that consensus cannot be reached within a reasonable time, a vote will be called and the majority of those present will decide.
- F. All decisions of the group will be recorded on the spot in writing

4. Agendas decided by the Facilitator with input

Working Group members encouraged to email comments to the Facilitator after each meeting about the next meeting agenda

5. Public comment via email

- A. Anyone may email comments to ServiceCallComments@SouthPortland.org at anytime. All such comments shall be distributed to all members of the Working Group, the Facilitator, and the City Manager.
- B. All comments will be acknowledged but questions will not be answered. Comments should be respectful and helpful.
- C. The Working Group may allow additional means of public comment further along in its process and anticipates a more robust public input process at such time that City Council's takes up recommendations.

6. Notes provided by the Facilitator

Highlight notes of each meeting with basic information, themes, and conclusions will be prepared and provided by the Facilitator.

7. All documents publicly available

Via the City's website, all agendas, notes, and other meeting materials will be available to the public. Agendas will be posted on Thursday the week before any scheduled meeting.