

Climate Advisory Workgroup Meeting Norms Suggestions & Responses
November 8, 2022

Suggestion	How has this suggestion been incorporated?
build into our processes that folks are different levels of introvert/extrovert and we can use strategies to help bring everyone in	Help wanted! Staff will use breakout rooms/small groups to help bring in folks who may prefer to speak in a smaller group, but we welcome other suggestions on how to achieve this goal. We will also allow folks to provide written feedback, such as by typing onto a whiteboard, in addition to verbal comments during discussions. Added language into committee norms in charter along this line.
All voices are heard	No new language added to charter – believe this is captured in “allowing all members an opportunity to speak”
continue small group discussions/breakout groups	Added language into committee norms in charter that states we will keep using small group discussions
keep leadership as is and see how it goes	No action for now, we can dedicate time ~1 year in to discuss how leadership and other structures are going and see if any changes are needed
allow enough time for group discussions (using things like polls when needed but not only polls)	Not added into charter, but staff will make an effort to keep a 50/50 split of presentation and discussion time. Staff will try to reserve polls for questions around scheduling, meeting format, or other logistic questions
think about purposefully giving agency to members of all backgrounds (youth/frontline) and any trainings/exercs	Help wanted! Added a line into the committee norms in charter along this line, but it is yet to be seen how we can carry this out. We welcome any and all suggestions on how to achieve this.
when BIPOC folks join, ensure they have agency in the group	See comment above
assumption of good faith in discussions	Added into committee norms in charter
give space for questions	Added into presentation structure for future meetings – aim to have an extra 10-15 mins for questions at each meeting
Agenda Agency - have time at the end of each meeting to talk about agenda items, review agenda and be able to provide comment, or have the ability for members to sponsor items on the agenda which also ensures the member who sponsors the item gets to present on it and facilitate that discussion	Added a brief peek into the next meeting’s agenda into presentation structure. This is a tough one – ultimate agenda setting authority is held by the Climate Action Steering Committee, and staff are limited in our ability to set the agenda. With meetings being so spaced out, we will strive to provide a look at the next meeting’s agenda but it will be subject to change, and there may be times when we do not yet know the future meeting’s agenda items. As for sponsoring agenda items, we welcome suggestions at any time (during or outside of meetings) but ask that suggestions fall within the group’s charge (review and suggest priorities for the Annual Work Program, review specific proposals under consideration by the Steering Committee, and review the annual report). During the time where we discuss the next meeting’s agenda, we welcome suggestions on areas of focus/emphasis within the agenda items.

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Suggestion	How has this suggestion been incorporated?
folks aren't expected to do extra research	Added into committee norms in charter
calling out and calling in	Added to committee norms – this could be expanded on in a full section if requested
reiterate role of community perspectives vs member orgs	Added a little section to committee norms specifically for member organizations
be held accountable by the community for the work we're doing	This is a tough one – I'm not sure how this looks. This may be a good topic for a future workgroup discussion
keep consensus decision making but add in how we report out complicated decisions	Added a little text to the decision-making section in charter
setting the goal at the beginning of the meeting to make clear what the purpose of the meeting is	Added into presentation structure for future meetings – start meetings with an agenda and objectives
<p>we spend a little time at each meeting (perhaps 30 minutes?) giving members a chance to provide our representative to the next CASC meeting any ideas or concerns they would like shared with the CASC. These could be related to items the CASC is considering, innovative ideas for climate action, topics we might suggest they take up, or generally anything CAW members think might be helpful for CASC's work.</p>	<p>No adjustments to charter – but we will adjust our meeting structure.</p> <p>At the end of each meeting, TRPC will ask folks if there is anything in particular from the meeting that they would like shared with the Steering Committee. When a workgroup rep is at a Steering Committee meeting, they are there to share their own perspective in discussions. TRPC will be responsible for sharing thoughts relayed from other members.</p> <p>If workgroup members want to share things with the Steering Committee outside of workgroup agenda items, we suggest they submit a public comment to the Steering Committee (by email or at the meeting) as a resident with the understanding they are not commenting on behalf of the workgroup.</p>