HOW TO RUN AN EFFECTIVE AND EFFICIENT MEETING

Encourage participation, focus on the evidence, apply the correct law, discuss public policy, and create a solid record of the hearing, all while leaving on time.

EFFECTIVE: *Why does it matter?*
Your hearing establishes the record of evidence.

An ineffective meeting:

- Fails to identify relevant evidence.

- Fails to apply existing code criteria to the application.

- Loses focus during the discussion.

- Allows irrelevant lines of questioning.

- Allows potentially prejudicial statements.

EFFICIENT: *Why does it matter?*

Better participation and less costs in time/money.

An <u>inefficient</u> meeting:

- Discourages public participation; leave before being able to speak.
- Adds to the costs to applicants and to the staffing needs for the City.
- Results in lower board attendance; tie votes and loss of quorum.
- Discourages residents from applying to volunteer on a board.
- Encourages irrelevant discussions and lines of questioning.

Effective = Achieve the Meeting Goal

Quasi-Judicial

- Key Goal: Decide a Specific Case.

- Achieved by applying the code criteria to the evidence.

- Remain impartial and unbiased.

- Move the discussion toward a motion to approve or deny.

- APPLY THE EXISTING CODE
- CONNECT THE FACTS TO THE CODE

Legislative

- Key Goal: Set Public Policy.

- Achieved by focused discussion on staff/consultant presentation and public comments.

- Move the discussion toward a specific direction for staff.

- STAY ON TOPIC
- BUILD CONSENSUS

Efficient = Achieve the Goal Timely

Quasi-Judicial

- Key Goal: Hear all Relevant Testimony and Evidence.

- Achieved by listening to the evidence and applying the code.

- ONLY ASK QUESTION IF IT IS RELATED TO CODE CRITERIA

- APPLY THE FACTS TO THE CODE

Legislative

- Key Goal: Hear all Stakeholder Suggestions to Create Policy.

- Achieved by redirecting off topic discussion to topic at hand.

- STATE YOUR POSITION ONCE

- ALLOW EVERYONE ELSE A SAY BEFORE YOU SPEAK AGAIN