

Howey in the Hills Town Hall Meeting  
October 30, 2023  
6pm – 8pm  
(time lapse is important to filter out redundancy)

Let's Work Together

**Purpose:**

To learn from the citizens of Howey in the Hills:

- what would they like to see accomplished moving into fiscal year 2024-2025?
- Development to a Town or City is key in its sustainability, what is their definition of “sustainability”?
- Do you think the Town should move forward with building a water plant to be maintained and ran by Howey in the Hills?
- Name two (2) concerns you have regarding the well-being and sustainability of Howey in the Hills.

**Introduction:**

This meeting is for you, the citizen, the taxpayer, the homeowner... We want to hear from you. {still developing this narrative}

**Before the Meeting**

- Create and stick to the agenda.
- Identify strong moderator. This person needs to have grasp on subject matters and keep the conversation on topic.
- Identify timekeeper.
- Encourage attendees to submit comments ahead of time via card fill method.
- Goal of meeting is to collect feedback and input.

**During the Meeting**

- Explain the main purpose of
- Each public comment is relegated to 5 minutes.
- Welcome attendees and thank them for attending.
- Agenda available to everyone.
- Remind everyone the rules of engagement. This is to make sure as many people as possible can have their voice heard.
- Do not allow a vocal minority to dominate the conversation.

- Pay attention to answers and ask probing follow-up questions. This indicates to the citizen they were heard. Example of “probing question” *For clarity, I hear you saying...*

### **After the Meeting**

- Assign follow-up responsibilities to make sure nothing slips through cracks.
- Set a date for follow-up meeting, people need to know that the Town government really listened, and they were heard.
- {{still developing}}

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## **RULES OF ENGAGEMENT**

- We must adhere to the 5-minute public comment.
- Participate with intention and focus on the subject matter.
- Courtesy and respect are key...although we may not agree, everyone is entitled to their opinion.
- Appreciate the diversity of perspectives and listen to what others are saying without interrupting or speaking over them.
- Speak respectfully and calmly without attacking or belittling others.
- When moderator and timekeeper indicate time is up, please comply.
- Understand that many questions or concerns may not get answered or completely answered in this session.