

City of Sweet Home

Commission/Committee Code of Conduct

RESPECT

- Assume good intentions and express differing opinions.
- Be punctual and prepared so that the meeting will go more smoothly.
- Respect everyone's time. Staff, Fellow Commission/Committee Members, Community Members and Visitors.
- Clarify decisions and direction.
- Operate transparently.

PREPARE

- Read the packet.
- Ask questions of Staff at least 24 hours before the meeting.
- Have a motion, amendment or something to share with the Commission/Committee at the meeting? Send to Staff at least 12 hours before the meeting.
- Ask questions of each other.

SPEAK

- Speak at the meeting or forever hold your peace.
- Bring forward differing opinions.
- Acknowledge what you don't know.
- Be clear and concise.

LISTEN

- Tolerate ambiguity: Council Members, Staff, and Community members all bring different perspectives.
- Wait to speak until the person has clearly finished.
- Clarify your understanding if something confuses you.

ASK

- Do I need clarification on the process before I feel comfortable making a decision?
- Do I need to know this to make a decision now? Or do I just want to know the answer?
- Not in the context of the topic? Save your question for offline.

CELEBRATE ALL SUCCESS