

*DRAFT*

Envision San Jose 2040 Task Force

Decision-Making Protocol

The following decision-making techniques will be employed, in the order described, to accomplish a Task Force decision on an item.

1. Group Consensus (preferred approach) – Co-Chair polls the Task Force to confirm there is general agreement on the item (e.g., agreement on the content of one element of the Land Use Scenario Guidelines)
2. Identify a Third Option – When two or more distinct, competing ideas are proposed on an issue, Co-Chairs lead Task Force in a brief discussion to identify an acceptable third option accepted by Group Consensus, per No. 1, above. Refer to the Guiding Principles for guidance, as necessary.

Considerations for use with developing Guidelines for Land Use Scenarios

1. The goal is to achieve group consensus whenever possible.
2. The Guidelines are not a final product, but a tool to help create a product – the Land Use Scenarios
3. The goal of the Task Force discussion on the Guidelines is to create a set of concepts (not fine-tuned policies) for use in developing and testing the land use scenarios, to get Task Force agreement that the Guidelines include the right concepts and to identify and add missing ones.
4. The Guidelines will continue to evolve as new information from consultant studies and other information are presented to the Task Force

Co-Chair and Staff Roles during discussion of guidelines

Co-Chair:

Lead discussion, call on speakers, monitor discussion time, lead decision-making discussion and conclusion

Staff:

Facilitator/Content leader – sits at head table next to Co-Chairs – responds to Task Force comments/suggestions for revisions to guidelines, clarifies/confirms content to record

Scribe(s) at Chart Pack Easel(s) – stationed near head table – Records Task Force input on chart pack in large, black print, posts on back wall, prepared to recite/summarize comments prior to decision