

Oconto County Planning Clusters

Operating Guidelines

The planning clusters in this planning process will promote local communities with common borders, similarities, and diversities to come together and discuss issues and possible efficiencies. The planning clusters will also promote discussion of locally identified visions, goals, objectives, policies, and procedures; while developing recommendations for the Oconto County Planning Advisory Committee (OCPAC) to consider in the development of the Oconto County Comprehensive Plan.

Membership

The planning clusters consist of locally appointed plan commissioners or others locally involved and asked to participate on behalf of the community.

Attendance

The local plan commissioners serving on this advisory committee will be responsible for attending all cluster meetings of which their community is a part. It is vital that plan commissioners attend all meetings to maintain consistency and create a productive learning environment. If a commissioner is unable to attend the meeting a substitute should not be sent.

Leadership

A spokesperson will be selected to help the planning team conduct meetings, call meetings to order, guide the group through the agenda, preside over similar procedures, and to convey information to the OCPAC.

Open Meetings

All planning cluster meetings are open to the public and the media. Planning cluster meetings are advisory meetings only.

Interaction with the Broader Public

The planning clusters shall provide specific opportunities for the public to be informed and participate throughout the Oconto County Planning Project. The Oconto County Public Participation Plan and Local Public Participation plans will guide the planning clusters throughout the planning process.

Agendas

The planning team will develop agendas for the planning cluster meetings. Agendas along with any appropriate background materials will be distributed to the communities within the respective cluster and posted on the Oconto County website 7-14 days prior to the meeting. Any revisions to the agenda will be made by consensus.

Meeting Notices

Planning Cluster meeting notices will be posted in the Oconto County Courthouse, County website, and in local papers.

Meeting Summaries

County planning staff will prepare meeting summaries of each cluster meeting. Meetings will not be taped or recorded nor will a final transcript be taken, however a secretary for the cluster will take meeting notes for Planning Team Staff to utilize in preparing a meeting summary. Meeting summaries will be sent to committee members and posted on the Oconto County website approximately 7-14 working days after each meeting. The summaries described will serve as the public record for meetings and will be made available to anyone interested in reviewing a copy.

Use of Consensus

If the planning clusters will operate by consensus. The planning clusters decision will be made only with concurrence of all communities at the meeting. No community can be out voted.

Failure to reach consensus

The planning cluster is unable to reach a consensus at any point during the planning process, multiple recommendations will be submitted to the OCPAC along with supporting information for each option.

Ground Rules

The planning clusters shall at all times look to constructively interact at all meetings by following the following guidelines:

- Roberts Rules of Order
- Respect the opinions of others
 - No personal attacks (focus on ideas and not names)
 - Share the floor – everyone should have a chance to speak
 - Don't interrupt
 - Stay on subject
 - Be concise
 - Keep side conversation to a minimum
 - Be on time
 - Come to meeting prepared
 - Seek consensus and win/win solutions
 - Be positive and respectful when in disagreements occur

Observers and Media

Citizens and representatives interested in observing meetings and members of the press are welcome to attend cluster meetings.