

# Oconto County Planning Advisory Committee (OCPAC)

## Operating Protocol and Guidelines

### Role

The role of the Oconto County Planning Advisory Committee (OCPAC) is to recommend to the Oconto County Planning and Zoning Committee a comprehensive plan for adoption. The OCPAC will oversee the planning process at the cluster level, facilitate plan consistency across jurisdictional boundaries, promote multi-jurisdictional efficiencies, facilitate conflict resolution, and integrate cluster recommendations into a county plan.

### Membership

Members of the OCPAC are volunteer citizens of Oconto County and appointed locally. Of the two representatives appointed by each community, one shall serve as the primary representative and the other shall serve as the alternate. OCPAC membership has been affirmed by the Oconto County Planning and Zoning Committee.

### Attendance

The representatives appointed locally to serve on this committee will be responsible for attending all OCPAC meetings. It is vital that representatives attend all meetings to maintain consistency and create a productive learning environment. Members should commit to missing no more than two meetings during the course of the process and to attend as many public meetings and workshops as possible. The alternates while welcome to attend all OCPAC meetings shall at a minimum attend when the representative is unable. If the alternate is unable to attend the meeting in place of the representative, the representative or alternate should not send a substitute.

### Leadership

A chairperson and vice-chairperson will be appointed to help the planning team conduct meetings, call meetings to order, guide the group through the agenda, preside over similar procedures, and to act as the chief spokesperson for the group.

### Steering Committee

A steering committee will be utilized throughout the planning process when necessary to resolve conflicts. The steering committee will be a seven (7) member committee comprised of two (2) OCPAC representatives from each of the three planning clusters and the OCPAC chairperson. The steering committee will be assisted throughout the conflict resolution process by the planning team.

### Open Meetings

All meetings of the OCPAC are open to the public and the media. Meetings of the OCPAC are subject to all requirements of the Open Meeting Law. Three or more members of the OCPAC may not meet to discuss OCPAC business unless the meeting date and time has been publicized in accordance with the open meeting law.

### Interaction with the Broader Public

The OCPAC shall provide specific opportunities for the public to be informed and participate throughout the Oconto County Planning Project. The Oconto County Public Participation Plan will guide the committee.

### Agendas

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

### Meeting Notices

OCPAC meeting notices will be posted in the Oconto County Courthouse and on the County website.

### Meeting Summaries

County planning staff will prepare meeting summaries of each OCPAC meeting. Meetings will not be taped or recorded nor will a final transcript be taken. 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

The OCPAC will operate by consensus. The OCPAC decisions will be made only with concurrence of all representatives at the meeting or alternates if representative is not in attendance. No member can be out voted.

### Failure to reach consensus

The OCPAC if unable to reach a consensus at any point during the planning process will submit multiple recommendations along with supporting information for each option.

### Subcommittees

The OCPAC may choose to establish subcommittees to address specific issues. Subcommittees may involve additional individuals with technical skills and information deemed beneficial. Subcommittees are not authorized to speak on behalf of the OCPAC, unless authority is granted. Subcommittees will operate by consensus.

### Ground Rules

The OCPAC shall at all times look to constructively interact at all meetings. OCPAC representatives are asked to observe the following ground rules.

- 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 OCPAC meetings. Any person not a representative, wishing to address the OCPAC on any subject, shall first obtain permission from the chairperson.

### Resignations and Replacements

If a representative or alternate is no longer able to serve, please contact the OCPAC chairperson and the Oconto County Planning and Zoning Office indicating his/her desire to resign from the committee.

### Appointing of New Members

Any seats vacated via resignation may be filled up to the adoption of the recommended plan. The OCPAC shall terminate upon plan adoption. The Planning and Zoning Committee or the local municipality from which the seat was vacated shall fill any vacancies on the committee.