

SEARS ISLAND PLANNING INITIATIVE

STEERING COMMITTEE

DRAFT OF PROPOSED GOAL AND GOVERNANCE DOCUMENT

Goal

It is the goal of the Steering Committee to develop a consensus report of recommended future land use activities for Sears Island. The plan and recommendations will be submitted to the Governor of the State of Maine, the Joint Standing Committee on Transportation of the Maine Legislature and the municipality of Searsport.

Steering Committee and Resource Circle Membership

Members of the Steering Committee represent constituencies which have an interest in the future uses of Sears Island.

It is the policy of the Steering Committee to ensure that all members have a meaningful opportunity to participate in and have the opportunity to raise their concerns during the process.

It is also the policy of the Steering Committee to ensure that citizens, organizations and members of the public who are not Steering Committee members shall nevertheless have a meaningful opportunity to be heard during the process. These opportunities may be through membership in a Resource Circle, a group of advisors selected by the Steering Committee to provide information and feedback to it on a periodic basis.

Citizen guidance will also be solicited during two special public participation events. The Steering Committee will also consider how best to receive public comment at each Steering Committee meeting.

The purpose of creating a Steering Committee is to ensure an orderly process by delegating to a smaller, representative group the responsibility for overall supervision of the recommendations and discussions. The Steering Committee will have ultimate responsibility for reaching consensus on the recommendations.

Each Steering Committee member will make a good faith effort to attend all meetings. Each member may designate an Alternate to speak on his behalf during Steering Committee meetings when the member is unable to attend.

Steering Committee members may request that any organization or person be given the opportunity to discuss a technical point or to speak to an issue. Steering Committee members pledge to exercise this right in a constructive manner that avoids repetition.

Steering Committee members are free to develop caucuses with other Steering Committee organizations and/or Associate member organizations.

Steering Committee members may call for a private caucus meeting at any time. Steering Committee members pledge to exercise this right in a constructive manner.

Steering Committee members will represent the concerns and interests of their constituents and are expected to ensure that any agreement developed by the Committee is acceptable to the organizations they represent.

Facilitator

The Facilitator will convene and facilitate Steering Committee meetings. The Facilitator will be available to facilitate subcommittee meetings when appropriate.

The Facilitator will compile minutes of Steering Committee meetings which will be for informational purposes only and will not be deemed an official record of proceedings.

The Facilitator will be available to confer with members or caucuses when such discussions may promote agreement.

The facilitator's responsibilities include:

- Establish an agenda;
- Suggest ground rules and ensure that ground rules approved by the group are enforced;
- Identify points of agreement and disagreement;
- Remain neutral with respect to outcomes;
- Facilitate negotiations

The facilitator has an obligation to hold information in confidence if requested to do so.

The facilitator can help each party identify his or her own needs, evaluate options, and develop solutions.

The facilitator can meet with stakeholders, both as a group and privately, in order to convey confidential messages and explore possible settlements agreeable to all.

The facilitator can assist in the preparation of draft agreements for the participants to consider.

Decision-making

The Steering Committee will operate by consensus, which for purposes of this process will be defined as unanimity. The Steering Committee will reach tentative consensus on sub-issues throughout the process. Consensus on sub-issues is not final until consensus is reached on the recommendations as a whole. The Steering Committee will decide what

action to take in the event there is broad agreement but not total unanimity on a particular decision.

Steering Committee members pledge to support the proposed recommendations on which consensus has been reached.

Principles of Constructive Participation (Groundrules)

Members pledge to approach the discussions in good faith and with the goal of reaching consensus on a set of recommendations. Members agree to listen to each others' concerns, consider other members' suggestions with an open mind, and address others' concerns as well as their own. Members are willing to have their minds changed as a result of the discussions.

If a member is unable to agree to a particular recommendation, it is that member's responsibility to offer an alternative proposal that seeks to accommodate his/her interests and the interests of others.

Specific offers, positions, or statements made during Steering Committee discussions will not be used by other members for any purpose outside the discussions. It is the intent of Steering Committee that other attendees of meetings will also voluntarily comply with these provisions, to support the process by encouraging the free and open exchange of ideas, views, and information prior to achieving consensus.

Personal attacks, prejudiced statements and insulting characterizations of other's views and positions will not be tolerated. No participant will attribute motives to others.

Steering Committee members agree not to make public announcements or hold discussions with the press characterizing the position of any other member, even if a member withdraws from participation in the process.

Each person has the right to speak without interruption, AND members are asked to be concise and avoid repetition.