



Lakefront Parking Task Force Meeting Guidelines

The Lakefront Parking Task Force brings together residents with different experiences, perspectives, and connections to Glencoe's lakefront, beach, park and adjacent neighborhood. Healthy disagreement is expected and encouraged, but so too is collaboration, discussion and understanding. These guidelines are intended to help the Task Force have thoughtful, productive conversations while maintaining respect for one another, Village and Park District staff, and members of the public.

Task Force meetings are open to the public and therefore rely upon adherence to the provisions of the Open Meetings Act. Agendas will be posted not less than 48 hours in advance of meetings. At the advertised time, the chairpersons will call the meeting to order and facilitate discussion. As needed and/or requested, staff will present information for the Task Force's consideration and discussion. Public comment will be accommodated, but with time limits applied. Minutes will be taken, approved by the Task Force, and published. These are functions of State statute and the process that all public bodies must adhere to.

The Task Force is a "recommending body," which means it does not have the authority to make decisions, only to review the subjects it was created to review, and once complete, to make recommendations. At the conclusion of its work, the Task Force will put forward recommendations to the Village Board and Park District Board for their consideration.

Our Shared Expectations

- **Treat one another with respect.** Disagreement is part of the process, but personal attacks, insults, ridicule, or disparaging comments are not.
- **Focus on ideas, not individuals.** Question proposals, assumptions, and recommendations without questioning another person's character, motives, or intentions.
- **Listen to understand.** Give others the opportunity to finish their thoughts, avoid interrupting or speaking over one another, and make room for perspectives different from your own.
- **Remember that no one person speaks for the entire community.** Each Task Force member brings an important perspective, but our work should consider the needs and interests of the stakeholders.
- **Stay focused on the work of the Task Force.** Keep discussion relevant to the issue being considered and the responsibilities assigned to the group.



- **Come prepared.** Review meeting materials in advance and raise routine background or informational questions with staff before the meeting when possible.
- **Respect the role of the Chairpersons.** The Chairpersons are responsible for keeping the discussion moving, making sure everyone has an opportunity to participate, keeping the meeting to a reasonable length and maintaining an orderly meeting.
- **Treat staff with respect.** Staff are here to provide information, professional guidance, and support to the Task Force. Questions and criticism should be constructive and focused on the work.
- **Treat your fellow Task Force members and members of the public with respect.** Listen attentively to public comments and presentations, regardless of whether you agree with the speaker. Avoid sarcasm, ridicule, commentary, or gestures directed at speakers.
- **Be present and engaged.** Avoid side conversations, distracting behavior, or unnecessary use of electronic devices during meetings. Do not communicate with your fellow Task Force members via text, email or any other electronic communication during the meeting.
- **Keep the larger purpose in mind.** The goal is not for any one perspective to prevail, but to help develop thoughtful recommendations that serve the broader Glencoe community.