

# CITY OF PORTLAND CHARTER COMMISSION

## WORKING AGREEMENTS

As a Commission, we agree to approach this work with honesty, openness and willingness to work together. This includes building trust and assuming good intentions in others and ensuring that our behavior supports a successful process. We will work with each other and the project staff team to address issues as they arise, utilize tools to ensure clear communication and robust participation, and meet the communication needs of members. This set of working agreements will help guide our process and will be a living document that we can revisit as needed (with the agreement of a majority of the group).

Our expectations of each other include:

1. In discussions, challenge ideas rather than individuals
2. Approach different opinions with curiosity, seek to understand
3. Keep the needs and concerns of the local community and the larger region at the forefront of the work
4. Arrive on time and prepared (to the best of your ability). Let the group know if you are unable to attend a meeting
  - a. The facilitator and co-chairs will aim to incorporate tools for 'breathers'
5. Keep multi-tasking to a minimum
6. Keep focus on the objectives of the meetings, utilize facilitators to note additional topics for discussion
7. Honor the decisions of the group
8. Contribute to the overall success of the group by finding ways to participate that best meets your needs
9. Embrace conflict and work with your fellow Commissioners, staff and the facilitator to find ways to give each other feedback
  - a. The facilitator and co-chairs will aim to incorporate various feedback tools
10. Use "I" statements

