

DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT
**REGIONAL TRANSFER OF DEVELOPMENT RIGHTS
POLICY ADVISORY COMMITTEE**

GROUND RULES

The Policy Advisory Committee's Mission

Assist the Washington State Department of Community, Trade and Economic Development in developing a regional transfer of development rights marketplace that includes, but is not limited to, supporting strategies for financing infrastructure and conservation.

The Ground Rules

Task Force Members' Roles and Responsibilities:

1. Each member of the Regional Transfer of Development Rights (TDR) Policy Advisory Committee is an equal participant in the process and has an equal opportunity to voice opinions and contribute ideas.
2. Committee members accept the responsibility to come to the meetings prepared for the discussions.
3. We commit to fully explore the issues and search for creative solutions that best serve our mutual interests in addition to those of the constituents we represent.
4. We recognize the legitimacy of the interests, concerns and goals of others, whether or not we agree with them. We commit to treating each other, and those who attend our meetings, with respect, civility and courtesy.
5. We will make a special effort to listen carefully, ask pertinent questions and educate ourselves and those we represent about the interests and needs that must be addressed in a problem-solving atmosphere.
6. In view of the specific scope of the project and limited amount of time available, we will make a concerted effort to focus on the topics under discussion.
7. Each Committee member commits to attending all meetings as possible. Committee members may designate one or two alternates to attend meetings on their behalf. Alternates will receive all communications to the commend and attend in the unlikely event a member cannot attend. Alternates may serve on the technical advisory committee. The member may also submit written comments that will be distributed to the others in the event of their absence.

Selection of a Chair

8. The Committee will select a chair to work with CTED staff to develop meeting agendas and to run the meetings.

The Role of the Public in Committee meetings:

9. Members of the public are encouraged to address the committee with their thoughts and ideas. Accordingly, ten minutes will be provided at the beginning of each meeting for public comment. Additional time on the agenda will be provided if needed. The public will also be encouraged to submit written comments to the Committee or through the web site.

Agreements and Recommendations:

10. The Committee is expected to identify and define a wide range of interests, perspectives and opinions and, hopefully, reach consensus on a set of recommendations. Consensus is defined as the unanimous agreement of all Committee members.
11. If it is not possible to reach consensus on a proposal, the pros and cons of the proposal will be documented and, included in the Committee's report to the Governor and Legislature.

Meeting Agendas, Summaries and Recommendations:

12. Meetings of the Committee will be task-oriented. Draft agendas will be prepared by CTED staff and the chair, and distributed to all members approximately seven days before a meeting. Agendas will be finalized at the beginning of the meeting. Agendas will describe the matter for discussion and the purpose of discussing it, and be accompanied by information necessary to support informed discussion.
13. Following the conclusion of each meeting, a summary of key decisions and agreements will be developed by the CTED staff and distributed to each member within seven days of a meeting's conclusion.
14. Committee members are obligated to review the summaries for accuracy and to alert CTED staff if they find mistakes.

Final Recommendations and Report:

15. A draft summary of the Committee's findings and any recommendations will be prepared by CTED staff and distributed to all members for their review and approval. After approving it, the Committee will submit any preliminary recommendations for advancing the purpose of 2SHB 1636 to the Governor and Legislature by December 1, 2007. After approving it, the Committee will submit the final recommendations to CTED for forwarding to the Governor and the Legislature by December 1, 2008. If agreement between the Committee members cannot be reached, CTED will make recommendations to the Legislature that seek to balance the needs and interests of the interested governmental and nongovernmental parties.
16. Although not required by the legislation, CTED will prepare a final report on the regional TDR program. A draft of the report will be distributed to all Committee members for their review and approval. After approving it, the Committee will submit the final report to CTED for review and forwarding to the Governor and the Legislature by June 30, 2009.