

	TECHNIQUES	MEETING EXAMPLES			
		MEETINGS	AGENDA AND TIMELINES	PROCEDURES	WORKSHOPS AND COMMUNITY FORUMS
STAKEHOLDER GROUPS					
MAYOR		<ul style="list-style-type: none"> Schedule regular open meetings with citizens to deal with issues in an informal setting. Run effective meetings. Provide opportunities for public participation. 	Prepare and distribute clear agendas with timelines before meetings.	Lead council meetings according to standard procedures (such as <i>Robert's Rules of Order</i>). Standard procedures help lend transparency to decision-making processes.	Use community open houses and town hall meetings as interactive forums for community-wide sharing of ideas and issues to help inform council decisions.
CITY COUNCIL		<ul style="list-style-type: none"> Delegate work to committees to facilitate more effective council meetings. Initiate <i>Guest Council Member Program</i> to give citizens hands-on experience. 	Prepare and distribute clear agendas with timelines before meetings.	Adopt and follow standard procedures (such as <i>Robert's Rules of Order</i>). Standard procedures help lend transparency to decision-making processes.	Provide new council members with training so that freshman members can come into service better prepared to make decisions.
CITY ADMINISTRATION		Use staff "huddles" to allow staff to deal with critical issues, delegating responsibility broadly, avoiding overwhelming individual staff members. A "huddle" is a meeting that may be called by any team/staff member. It is meant to be brief and deal with a single issue.	Prepare and distribute clear agendas with timelines before meetings.	<ul style="list-style-type: none"> Provide daily phone calls to remind leadership about meetings. Adopt and follow standard procedures. Standard procedures help lend transparency to decision-making processes. 	<ul style="list-style-type: none"> Run effective meetings. Provide opportunities for public participation.
CITY BOARDS AND COMMITTEES		Ensure that meetings have clear agendas and timelines.	Prepare and distribute clear agendas with timelines before meetings.	Adopt and follow standard procedures (such as <i>Robert's Rules of Order</i>). Standard procedures help lend transparency to decision-making processes.	<ul style="list-style-type: none"> Assist with community open houses and town meetings. Run effective meetings. Report community feedback from meetings and workshops.
COMMUNITY GROUPS		Convene meetings and report concerns and information about upcoming events to city officials.	Prepare and distribute clear agendas with timelines before meetings.	Adopt and follow standard procedures (such as <i>Robert's Rules of Order</i>). Standard procedures help lend transparency to decision-making processes.	Build relationships with other city and State associations through attending workshops.
COMMUNITY (GENERAL PUBLIC)		Attend meetings to learn and to provide input. Participate in <i>Guest Council Member Program</i> to get hands-on experience.	Review agendas prior to attending meetings.	Attend council meetings and abide by the standard procedures. Standard procedures are intended to help clarify decision-making processes.	Participate in community open houses and town hall meetings as interactive forums for sharing ideas and issues to help inform city council decisions.
FEDERAL, STATE AND REGIONAL PARTNERS		Attend meetings/seminars to build relationships.	Agendas allow agencies to track issues for connectivity to agency programs and opportunities.	Adopt and follow standard procedures.	Open broader opportunities for partnerships by inviting Federal, State and regional officials to local meetings. Federal, State and regional partners can be sources of information to share with community members.

