



City of Mountain View Environmental Planning Commission Norms

This document was first adopted by Environmental Planning Commission (EPC) in November 2024.

Interaction Norms for Commission and Staff

- **Build Good Relationships:** Create trust, demonstrate respect, and engage in open and honest dialogue with each other.
- **Seek Understanding:** Make efforts to understand each other's concerns, issues, interests, and perspectives. Participants should give their full attention to the speaker, through active listening and avoiding interruptions and distractions.
- **Be Candid:** Provide each other with constructive feedback and suggestions in supportive and non-threatening ways (e.g., off-line conversations).
- **Manage Differences:** Assume good intent; address disagreements and differences constructively; concentrate on issues, not personalities; engage in problem solving together.
- **Find Common Ground:** Seek areas of agreement; identify shared interests, values, and positions.
- **Commit to Decisions:** Move forward without animosity after decisions are made and votes taken; avoid undermining the decision or denigrating Commission colleagues.
- **New Members:** Welcome and connect with new members on the Commission.

Meeting and City Communications Norms

- **Use Commission Meeting Time Wisely:** Move efficiently toward decisions on non-controversial items when it is apparent that there is broad Commission support. Facilitate a sharing of perspectives and dialog among Commissioners on complex or controversial items for which there is a range of views to be explored. Avoid long speeches.
- **Encourage Effective Public Participation:** Continue to set speaker time based on the number of speakers to allow all who wish to speak an opportunity to do so at a reasonable hour. Encourage groups to select representatives who can indicate the presence of supporters in the audience..
- **Promote Clarity Regarding Official City Communications:** Defer to the Chair as the spokesperson for official City positions and rely upon staff to ensure accurate information and efficient coordination in

response to questions about City programs and policies. Be clear when stating an individual perspective and take care when using EPC titles to not imply an official City position or sponsorship.

- **Study Session Conduct**

Summary by Chair: At the end of each Study Session item discussion, the Chair will provide a brief summary of the direction provided by the EPC to ensure clarity and alignment.

- **Straw Polls:** To gauge consensus and clarify the EPC direction during Study Session discussions, straw polls will be conducted as needed. This practice helps in making informed decisions and understanding the group's stance on various issues. **Fair Hearings:** Ensure fair hearings by expressing mutual respect within EPC, and with staff, public speakers, and project applicants.

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