

July 7, 2016

## **Draft Meeting Plan**

*Has not been reviewed or approved by the Committee*

Orange County Firearms Safety Committee

Wednesday, July 20, 2016

John M. Link, Jr. Government Services Center, downstairs meeting room  
200 South Cameron Street, Hillsborough

Expected Attendees: Eight appointed Committee members, five designated resource persons, two Board liaisons, meeting facilitator, and community observers (see attached roster).

### Desired Outcomes

- Shared understanding of background information regarding the current status of this issue in Orange County.
- Agreement on the problem that the Committee wants to focus on.
- Identification of additional information the Committee needs to develop solutions.

### Agenda

#### **7:00 Convene**

- Introductions
- Meeting Overview: The Committee will review the proposed meeting plan, clarify and revise it if necessary, and adopt desired outcomes, agenda, and ground rules.
- Review and adopt, or revise if needed, meeting notes from June 20.
- Consideration of technical challenges identified by County staff to accommodating remote participation arrangements; ideas for resolution?

#### **7:30 What is working well and what is not** *(continued from last meeting).*

Presentations, followed by discussion as needed (20 minutes each):

- Forrest Orr, Wildlife Officer, NC Wildlife Resources Commission
- Michael Harvey, Orange County Planning Department.
- Jamie Sykes, Orange County Sheriff's Office – *follow-up statistics if available on damage to property, personal injury, loss of life.*

**8:30 Committee Discussion/Decision**

- Do we have enough information now to decide if a problem exists?
- If so, then what problem does the Committee want to address?
- What additional information will we need, either to clarify the problem or as we move into creating solutions to address the problem?

**9:15 Comments from Observers**

Individuals in attendance who are not on the Committee will have up to 3 minutes each to address the Committee, as interest and time allows. The Committee will not immediately answer questions or get into discussions with speakers, although Committee members, liaisons, resource persons, and the facilitator might follow-up with speakers after the meeting and topics of interest may be placed on a future Committee meeting agenda.

**9:30 Adjourn**

## **Committee Guidelines**

*Adopted June 22, 2016*

1. Each Committee meeting will be conducted according to the following good meeting guidelines:
  - Begin and adjourn on time
  - Listen when others are speaking
  - One person speaks at a time.
  - Stick to the topics and tasks on the Committee's agenda
  - Share the discussion time fairly within the Committee.
  - It is OK to disagree...please do so respectfully.
2. The Committee will make decisions only with a quorum (no fewer than six of the eight Committee members) in attendance. If necessary, Committee members may attend using remote technology. The Committee will strive for decisions and work products supported by the whole Committee. The Committee may decide by a supermajority vote ( $n/2+2$ ) of the Committee members present at the time of the vote.
3. The two liaisons and five resource persons designed by the Board of Commissioners to the Committee may participate in Committee discussions in order to provide factual information or their professional judgment. The liaisons, resource persons, and facilitator will not participate in Committee decision making.
4. Observers are welcome at all Committee meetings. Time will be allotted at each Committee meeting for observers to address the Committee. The Committee will not immediately answer questions or get into discussions with these speakers, although Committee members, liaisons, resource persons, and the facilitator may follow-up with speakers after the meeting, and topics of interest to the Committee may be placed on a future meeting agenda. Observers will not participate in Committee discussions unless invited by an explicit decision by the Committee. Observers will not participate in Committee decision making.
5. All of the Committee's substantive business will be conducted openly at meetings to be announced in advance by the County, so that the community can see and hear how ideas and solutions are developing in this process. As long as it does not conflict with that principle, individual committee members may communicate in-between meetings with anyone (e.g., each other, resource persons, the liaisons, the facilitator, members of the community) in order to advance their personal understanding of issues and perspectives, test tentative ideas, resolve interpersonal misunderstanding or conflict, and coordinate on Committee administrative matters.

## Orange County Firearms Safety Committee Roster

### Members Appointed by Board of Commissioners

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### Liaisons to the Board of Commissioner

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### Resource Persons Designated by the Board of Commissioners

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### Facilitator

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