

June 14, 2016

Proposed Meeting Plan

Has not been reviewed or approved by the Committee

Orange County Firearms Safety Committee

Wednesday, June 22, 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

- Committee members, liaisons, and resource persons begin to develop good working relationships.
- Committee members, liaisons, and resource persons understand and are committed to their shared task and overall process.
- Committee identifies information it will need to do its work.

Proposed Meeting, Discussion, and Decision Making Guidelines

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. 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.

Agenda

7:00 Convene

- Welcome by Commissioners McKee and Jacobs, Board of Commissioners liaisons to the Committee
- 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.

7:30 “Where I’m Coming From”

Each of the 8 Committee members and Board liaisons will have an opportunity to learn about the others' current thinking about firearms safety in Orange County: “What am I personally seeing and hearing regarding firearms safety that is working well in Orange County, and what (if anything) from my own perspective is problematic?” *First brainstorm/list without discussion, then full group discussion of the items on the lists.*

8:30 Planning, Law Enforcement, and Legal Context

- Relevant information from the Planning Department, ~ 5 minutes for presentation
- Relevant information from the Sheriff's Department ~ 5 minutes for presentation
- Relevant information from the County Attorney ~ 5 minutes for presentation
- Committee discussion, questions/answers with all of the resource persons, additional information Committee members would like to have, and how might we acquire that information?

9:00 Committee Process from Here Forward

- General framework: agree on the problem before trying to agree on the solution.
- Our schedule and pace
- Meeting evaluation: what worked well tonight/how to improve these meetings?

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

Orange County Firearms Safety Committee Roster

Members Appointed by Board of Commissioners

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