



OPERATION H.O.M.E.  
HOME OWNERSHIP & MINORITY EQUITY

## Steering Committee Ground Rules

### ***Steering Committee Role:***

This Steering Committee is policy and resource committee. Its primary role is to hear, review and adopt strategy recommendations presented by content committees in a series of six meetings. Your participation will set the direction for how Portland will bridge the minority home ownership gap over the next 10 years

1. **Prepare for each meeting** – Read materials prior to meetings and work with staff to answer any questions you may have in between meetings.
2. **Meetings will start and end on time.** Please arrange your schedule to arrive 10 minutes before the scheduled meeting time.
3. **Actively participate** – Even if you're not a talker, other committee members may need reassurance that you are following the discussion and are engaged.
4. **Avoid distractions** – Turn off cell phones or turn them to the vibrate position.
5. **Strive for consensus.**
6. **Value the diversity of committee members** – Each person has something to contribute to the process regardless of their professional role on the committee. Make sure you hear each person's experience as authentic even if you do not share it.
7. **Support the team concept and process.** Maintain positive group dynamics by seeking conversation that leads to agreement and forward movement.
8. **Listen and have an open mind** - Make sure you understand what is being said and why it is being said. Speak up if you think you missed a crucial point.
9. **Be prepared to drop a topic** – Sometimes you may need to agree to disagree.
10. **Staff will summarize decisions and future plans before you leave** - The facilitator will summarize what was decided, where the committee is on the agenda and make sure each item on the agenda was covered or scheduled for a future meeting.

**Staff will mail you prepared materials for each meeting at least 4 days in advance.** You will also get a chance to meet with your assigned staff person in between meetings. We ask you to make the time for these interactions so this process can be as effective and meaningful as possible for all.