

REGIONAL HOUSING NEEDS ALLOCATION



TO: Housing Methodology Committee

DATE: November 7, 2019

FR: Deputy Executive Director, Policy

RE: HMC Revised Norms

- We will focus our discussions on ~~how developing a regionally beneficial methodology best~~ to increase housing for all income levels and areas in throughout the Bay Area.
- We will remain professional and respectful in all of our interactions.
- We will use our time together wisely, arriving prepared by reading the packet materials shared ahead of each meeting.
- We will prioritize a thoughtful, robust process that makes transparent the "how" and "why" of our path towards recommendations.
- We will use ~~the a~~ modified consensus, three-card and "fist of five" decision making tools.
- If interested, we will ask ~~any HMC members showing "blocking red" cards or "standing aside," or 1's and 2's~~ to share written thoughts within 3 business days to be included in the HMC meeting notes.
- We will share ideas or comments about the methodology with the entire group rather than directing them solely to ABAG staff.
- We will actively encourage participation by all members of the HMC by limiting our comments if others have not yet had a chance to speak and implementing W.A.I.T. (Why Am I Talking). Additionally, we will ask ABAG staff and facilitators to identify the proper times for questions and comments to encourage active participation by all HMC members.
- We will support streamlining meeting logistics by silencing cell phones and limiting distractions. Additionally, we will ask ABAG staff to ensure technology works.
- We will ask ABAG staff to make every effort to give members time to gather feedback from constituents before meetings by sharing packets at least one week in advance when possible and no less than three days prior to a meeting.
- We will think regionally and bring the voices of those who are not present to our conversations.