

May 2017

Nevada County Cannabis Regulation Community Planning Process

Organizational Framework for the Community Advisory Group (CAG)

The purpose of this document is to provide an Organizational Framework for the Nevada County Cannabis Regulation Community Advisory Group (CAG).

Mission and Charge of the Community Advisory Group (CAG)

The mission and charge of the CAG is to:

- Gather and analyze input from Nevada County community members with regard perspectives on cannabis-related activities.
- Advise the Nevada County Board of Supervisors (BOS) regarding preparation of a revised ordinance to regulate cannabis-related activities in Nevada County.
- Formulate recommendations that Nevada County staff and the BOS can use to draft a revised County ordinance which regulates cannabis-related activities.

CAG Member Roles and Responsibilities

CAG members are required to:

- Provide ideas for consideration in forming the revised Nevada County cannabis ordinance.
- Assist County staff, consultants and community members with gaining a broader understanding of how the cannabis industry operates within the County, and how it affects the economy, the environment and the quality of life for all those living and working in the County.
- Identify ideas and approaches for addressing key topics and issues in a constructive manner and in a spirit of problem solving for the benefit of the citizens of Nevada County.
- Gather input from Nevada County community members regarding their perspectives on the pros and cons of cannabis-related activities and what challenges they foresee, and formulate recommendations for revising the County's interim ordinance on cannabis.
- Participate fully in all scheduled meetings.
- Adhere to the Principles of Civil Discourse outlined in this Organizational Framework.
- Work with the CAG's facilitator team to find common ground among CAG member participants in the discussion of issues and the development of recommendations for revising the County cannabis ordinance.

Operating Principles

The CAG will carry out its mission and charge through a series of regularly scheduled, facilitated CAG meetings. To ensure a useful, productive exchange, the CAG will conduct its work according to the following operating principles.

Transparency: CAG, Project Team members and County staff will share relevant information and facts to facilitate productive discussion and progress toward mutual goals.

Equal participation: All participants agree to provide one another the opportunity to engage in open dialogue and allow time for all members of the CAG to express their ideas and opinions.

Inclusivity: CAG meetings will be conducted to ensure that the ideas and views of all members are considered.

Respectful Engagement: CAG members, Project Team members and County staff will show courtesy, honesty and respect for each other during all communications especially when giving and receiving contrary opinions as well as positive or negative feedback on ideas and proposals.

Facilitated Meetings: The meeting facilitator will assist CAG members in engaging in productive conversations while adhering to the Principals of Civil Discourse and ensuring that all CAG member ideas and feedback are respected and considered.

Expectations of CAG Members

CAG Members agree to:

- Attend all CAG meetings (no proxies or alternates are allowed).
- Participate actively and enthusiastically.
- Review meeting materials and documents provided in advance of each meeting.
- Consider the technical information shared during presentations and during ensuing CAG discussion.
- Make serious efforts to understand CAG member ideas and points of view, especially if they are different than their own.
- Listen carefully to all comments and suggestions made by all members of the CAG as well as members of the broader community during the public comment portion of CAG meetings, including all written comments received.
- Adhere to Operating Principles as described above.

Expectations of the Facilitator and Project Team

- The facilitator team must remain neutral.
- The facilitator team will work with County staff Project Team to provide meeting agendas one week in advance and meeting support materials approximately 5 days in advance of a meeting.
- The Project Team will provide a binder to help organize meeting materials for each participant.
- The Project Team will prepare a written summary of each CAG meeting. The summary will not be word-for-word meeting transcription but instead will highlight discussion themes, key issues, areas of agreement and issues requiring further discussion and resolution.

Ground Rules for Constructive Conversation

CAG members agree to conduct meetings according to the following ground rules:

- Only one person can speak at a time. A CAG member wishing to speak will signal the facilitator and the facilitator will recognize each CAG member wishing to speak in the order the signals are received. The facilitator may change the order of speakers if in his judgement the conversation will be made more productive in doing so, such as in order to conclude a topic or line of discussion before switching to another topic, etc.
- Members agree to keep their comments brief so other CAG members will have an opportunity to address the issues at hand.
- Cell phones must be turned off during CAG presentations and discussions.
- CAG members are asked to inform County staff and/or the facilitator team in advance if they expect to be unable to attend a scheduled meeting.

Steps Toward Building a High Level of Agreement

- Develop common goals and objectives.
- Establish a foundation of facts and shared definition of terms.
- Identify and understand fellow CAG member viewpoints.
- Express interest in collaboration and finding common ground.
- Focus on areas of agreement.
- Work with fellow CAG members to clarify the specific nature of disagreements.
- Be open to alternative ways for addressing areas of disagreement.
- Contribute ideas and suggest actions to facilitate implementation of potential solutions and directions.

Development of Recommendations

The CAG process aims to achieve a high level of agreement on a set of recommendations for revising the County's Interim Ordinance for cannabis regulation to the County Board of Supervisors. "High level of Agreement" does not necessarily mean that all members of the group are equally enthusiastic about a given direction or recommendation. It does mean that a large number of CAG members is willing to "live with" the recommendation, even though some individuals might prefer an alternative recommendation.

The facilitator will test for a level of agreement on various proposals at different points of the CAG process. The facilitator team will apply a "level of agreement" scale similar to what follows:

1. I can say an unqualified "yes" to the recommendation.
2. I find the recommendation acceptable. It appears to be the best of the real options available to us at this time.
3. I can live with the recommendation, although I am not especially enthusiastic about it.
4. I do not agree with the recommendation but I am willing to live with it so the CAG process can move forward.
5. I do not agree with the recommendation and I would like the CAG to do more work to see if we can reach a higher level of agreement.
6. I do not agree with the recommendation and I will work actively to oppose it.

The facilitator team will work with CAG members to reach the highest possible level of agreement for each major recommendation to the maximum extent possible in light of time and budget constraints. We recognize that the highest possible level of agreement among CAG members may not be possible for 100% of the proposed recommendations. Nevertheless, every effort will be made to reach agreement and that opposing points of view will be documented in cases where the level of agreement falls short. Finally, 100% agreement on all items will not be required to move forward with the recommendations report from the CAG to the Board of Supervisors.

The Project Team will document the levels of agreement reached by the CAG for each major recommendation and include these results in the recommendations document that will be submitted to the Board of Supervisors.

Communications with the Media and Elected Officials

The first six (6) CAG meetings will be open to the public with opportunities for comment from County residents who are not members of the CAG. These meetings will be videotaped as a matter of public record. It is expected that all CAG meetings will be well-covered by the local media.

The final two (2) CAG meetings are being set aside as opportunities for the CAG members to develop their final recommendations without the presence of the media and broader public. This will allow CAG members to explore issues, identify strategies and brainstorm solutions in a safe environment.

CAG members are requested to avoid communications with elected officials regarding the CAG, except in a publicly noticed meeting. This is intended to prevent real or perceived violations of the Brown Act, which regulates formal and informal communications with elected officials.

CAG members are requested not to discuss the process or their opinions on specific issues or their responses or reactions to individual CAG members with the media. This is necessary to maintain the integrity of the CAG process and respect for CAG members who are volunteering their time and providing this important community service.

Similarly, CAG members are also expected to refrain from commenting on the process publicly, verbally or in writing through print media, social media, blogs or other communication tools. CAG members that show a disregard for this request may result in their dismissal from the CAG by the Chair of the Board of Supervisors.

All media inquiries and contacts related to the CAG will be handled by: Sean Powers, Community Development Agency Director at 530-265-1576 or Sean.Powers@co.nevada.ca.us.

Required Signatures

As an appointed member of the Community Advisory Group, I agree to adhere to all principles, protocols, practices and procedures described in this CAG Organizational Framework. I understand that my failure to adhere to any one or more of these elements may result in my dismissal from the CAG by the Chairman of the Nevada County Board of Supervisors.

Name:	Signature:	Date:
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