

Meriden City Center Initiative Advisory Group

Roles and Responsibilities

Advisory Group Members agree to:

- 1) Try to attend all of the meetings between December 2004 – March 2005. If you are not able to attend a meeting, you may send an alternate, communicate your views through another member, or contact the facilitator directly.
- 2) Present views and that of constituents on the issues being discussed and be willing to engage in respectful, constructive dialogue with other members of the group;
- 3) Outreach to stakeholder group, by talking with constituents, passing along fact sheets and other written information, soliciting feedback and input via conversation, phone, and email, and presenting publicly, talking with media, and otherwise reach out to share and exchange information;
- 4) Provide advice and input to MERG and BL Companies on issues related to Phase II planning for the Center City Initiative;

The Facilitator agrees to:

- 1) Assist in formulating the agendas;
- 2) Facilitate these meetings;
- 3) Assist the Advisory Group members in complying with all ground rules;
- 4) Identify and synthesize points of agreement and disagreement;
- 5) Assist in building consensus among members;
- 6) Serve as a confidential communication channel for members or observers;
- 7) Advocate for a fair, effective, and credible process, but remain utterly nonpartisan with respect to the outcome of the deliberations; and,
- 8) Track action items and future agendas.

The facilitator is bound to the Society for Professionals in Dispute Resolution's Code of Ethics that states: "The neutral must maintain impartiality toward all

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parties. Impartiality means freedom from favoritism or bias either by word or by action, and a commitment to serve all parties as opposed to a single party.”

MERG and BL Companies agree to:

- 1) Assist in formulating the agendas;
- 2) Prepare presentations, data, speakers, and other helpful information for each meeting;
- 3) Present information, seek community advice, and answer questions about the process and content of Phase II planning, and;
- 4) Build on the advice and input of the Advisory Group in finalizing recommendations for Phase II.