

Tenant/Landlord Task Force Meeting Protocols
Adopted July, 27, 2017

1. **Problem-Solving Approach:** The Tenant/Landlord Task Force (TLTF) agrees to conduct its meetings in a manner that is consistent with taking action to address the direction given to it by the City Council, namely: “to consider and make recommendations to Council on the following: enhancement options for the City’s Rental Housing Mediation Program; mandatory leases; safety inspections; just cause evictions; and other tenant protection alternatives (except rent control), as appropriate.”

2. **Roles and Responsibilities of TLTF Membership:** The primary organizing principle behind the establishment and functioning of the TLTF is to “deal with differences as problems to be solved, not battles to be won”. In furtherance of this role, the following responsibilities serve as principles of engagement and are inherent in serving on the task force:
 - Offer respect of different viewpoints and attention when others speak.
 - Ask questions of each other for clarification and mutual understanding.
 - Avoid characterizing the motives of others.
 - Acknowledge and try to understand others’ perspectives.
 - Share the responsibility of ensuring the success of the process and the quality of the outcome.
 - Honor commitments made at previous meetings.
 - Share information early in the process.
 - Represent the perspectives, concerns, and interests of our constituencies whenever possible to ensure that agreements developed or actions taken are acceptable to the organizations, agencies, or constituents we are representing.
 - Keep the Task Force informed regarding constraints on decision-making.

3. **Decision Making:** The TLTF will strive to achieve decisions on matters of substance by consensus. When unable to support a consensus, a member has an obligation to demonstrate that the item at issue is a matter of such importance that his or her constituents’ interests would be substantially and adversely affected by the proposed decision. In addition, it is the responsibility of any dissenting party to state the reasons underlying their withholding of consent in sufficient detail to allow others at the table to craft an option that meets those underlying interests without excluding the interests of others.

In the case where unanimous agreement is not possible, decision making on matters of substance will revert to a majority rule. A quorum for conducting

business is 5 of 8 Task Force voting members. As a guideline, Robert's Rules of Order should be followed for other general meeting protocols.

4. **Role of TLTF members and the Facilitator:** The task force is comprised of three organizational representatives and one at large member representing landlord interests and the same configuration for tenant interests, plus two City Council members serving as non-voting observers. The facilitator will serve as the Chair of the Task Force and have responsibility for ensuring meetings are well run, timely and efficient. The facilitator may, from time to time convene one or more Task Force subcommittees to explore options and refine recommendations for full Task Force consideration.

5. **Membership:** The membership of the Task Force should be comprised of 8 individuals with a parity of representation from landlord and tenant perspectives, consistent with the direction given by the City Council at their June 27, 2017 meeting. Those representing landlord interests will include representatives from the California Apartment Association, the Santa Barbara Board of realtors, and the Santa Barbara Rental Property Association, plus one "At Large" member from the public with broad community connections. Those representing tenant interests will include representatives from the Restorative Community Network, Cause, and the Housing Authority of the City of Santa Barbara, plus one "at Large" member from the public with broad community connections. Should any of the named representatives be unable or unwilling to serve, their withdrawal from the task force will be noted in the group's recommendations to Council. No substitute member will be appointed in their place. Formal voting membership should not be construed to restrict attendance and/or participation by agency staff or members of the public or established organizations.

The role of City and other agency staff is to provide support and information that reinforces the problem-solving role of the Task Force. Ex Officio participation by members of the City Council is also encouraged through two officially designated Council Liaisons in an observer role.

6. **Meeting Attendance:** Regular attendance at meetings of the Task Force is encouraged so as to satisfy quorum requirements (at least 5 of the 8 voting members) and conduct business in a timely and expedient manner. Absence is from a specific meeting is understood to convey assent to the issues discussed at that meeting. When members cannot attend a meeting, they are encouraged to convey their ideas and concerns to another task force member so that their perspectives can be conveyed to the group as a whole. Absent members may also designate an alternate to attend in their place. However, that alternate member is

empowered to offer discussion and comment, but not the ability to formally vote on matters considered at that meeting.

7. **Use of Subcommittees:** The Task Force, from time to time, may appoint subcommittees of two or three of its members to craft options and proposals for consideration by the full group. These subcommittees are intended to represent both landlord and tenant interests in a way that differences of opinion can be explored and proposals refined so as to maximize support among all of the group's membership without taking the time of the full membership. Any and all recommendations from such subcommittees are not intended to detract from the decision-making authority of the entire group, but rather to expedite the resolution of differing opinions.

8. **Agendas, Meeting Focus and Information Sharing:** Agendas for the Task Force meetings will be prepared and distributed by City staff, based upon direction provided by the facilitator and task force participants, no less than 72 hours in advance of each meeting. Efforts will be made to provide a full week's lead time in the distribution of agendas where possible. These agendas should not only list the topics and/or issues to be discussed, but also the desired outcomes if each item (for discussion / information purposes, action item, specific outcome desired, etc.). Meeting "summaries" should be provided within 2 weeks of the meeting and should include a brief summary of issues resolved, actions taken, outcomes generated and unfinished or unresolved issues to be discussed and resolved at the following meeting. They should focus on outcomes rather than providing a record of "who said what". Where commitments are made during those meetings, they should be articulated under 'next steps' within the meeting summaries so as to remind attendees of the between meeting work that may be warranted to make progress on specific items prior to follow-up meetings.

Information to be discussed or presented at meetings should be distributed as far in advance of meeting dates as possible so as to avoid "surprises" and unneeded delay in taking action.

9. **Amendment of Meeting Protocols:** These meeting protocols may be amended and/or augmented from time to time to reflect changing needs and interests of the TLTF. However, because these guidelines are intended to serve the interests of the group as a whole, such amendment(s) requires unanimous support by all designated TLTF members, rather than a majority as noted above.