

## **Minor Betterment Project Review and Selection**

### **(Draft) Committee Communication Guidelines**

- County staff will provide a draft meeting agenda (via email) in advance of Committee meetings for review; Committee may request agenda items. Requests should be made five days before the meeting.
- County staff will prepare a summary of each Committee meeting and provide to members (via email) in advance of next meeting for their review and approval.
- *Time will be provided on each meeting agenda for members of the public to provide comment to the Committee.*
- Committee members will notify County staff between meetings if information becomes available that should be provided to the County.
- Committee members and County staff will communicate effectively with elected officials and other citizens when questions about the program are asked.
- Committee members will not represent the committee if speaking with the media; generally Committee members will refer any media inquiries to the County program manager.