

## **Community Meeting Process**

On 2/17/02 the following meeting norms were established for community meetings:

- Come prepared:
  - Bring/read pertinent information to meetings.
  - Read meeting notes from missed meetings/talk with those who were there.
- Come to meetings on time.
- Do not speak when another is speaking.
- Signal facilitator when you want to speak.
- Respect who is speaking – no side conversations.
- Speak for one’s self, not for others.
- Watch your airtime – how often and how long you speak.
- Let the facilitator facilitate.
- Assume good intentions. See the best in people.
- When we are in open discussion mode, take a breath before the next person speaks.
- There will be meeting materials – a basket with markers and paper, a flip chart and board for support – that will be available for the facilitator at every meeting.

The Steering Committee prepares meeting agendas and schedules. A facilitation plan is prepared by the Steering Committee and may involve additional members of the community. Minutes are taken and distributed by e-mail by a volunteer. Anyone can suggest or request agenda items by submitting them to the Steering Committee.

Currently, meetings are held every other Sunday, 6:45-8:45 p.m., or as needed.

## **Committee Structure**

Four committees currently exist at Ten Stones: the Steering Committee, the Maintenance Committee, the Orientation Committee, and the Common House Committee. A Design Review Committee is described in the document “Ten Stones Design Review Criteria, attached,” but our current practice is not aligned with that document. (The Steering Committee has identified this as an area that needs explication and possibly revision by the community.) Our committee member election/selection process varies – in the last two Steering Committee selections we have used a Sociocratic process, which has essentially allowed members to voice why they feel a certain person would be an effective Steering Committee member. In general, other committees are comprised of volunteers. Committee members’ terms are one year, in conjunction with the annual work rotation schedule.

### **The Steering Committee**

Various organizing committees have existed throughout the years of Ten Stones' existence. The current Steering Committee was organized in 1995. In general, its role has been 1) to anticipate and plan for the needs of the community as it changes and grows, 2) to determine community concerns, and 3) to organize the agendas for our community meetings and to devise processes to help the community address them. Other tasks have included identifying the need for additional committees and supporting the work of those committees. The Steering Committee generally has three to five members.

### **The Maintenance Committee**

The Maintenance Committee is charged with the maintenance and planning for all community land except for individual house lots. Committee work entails working with the Steering Committee to recruit members for maintenance tasks, planning and organizing work days and preparing an annual budget. The committee also responds to maintenance emergencies.

### **The Orientation Committee**

The purpose of the Orientation Committee is to facilitate communication and meetings between a prospective buyer and the community so that a good match will result. The committee also provides information to prospective buyers about the community and supports new members with their transition as they arrive.

### **The Common House Committee**

The Common House Committee supports the design, maintenance and use of the Common House.