

GPAC Responsibilities, Roles, and Rules



Member Responsibilities

- **Attend GPAC meetings and share your ideas.** You were selected to be part of the GPAC because of your knowledge, experience and commitment to Culver City. Your input can only be heard if you are present to voice it.
- **Review materials before meetings.** We must use our time together efficiently. Please come prepared.
- **Follow the Meeting Ground Rules.** GPAC Members are required to act professionally and courteously both at and outside of GPAC meetings.
- **Participate in and help guide community engagement.** GPAC Members are encouraged to participate in the engagement process by 1) spreading the word about engagement activities, 2) providing advice on stakeholder groups to meet with to ensure a diversity of voices are heard in the process, and 3) attend and provide staff support at engagement activities (not required, but strongly encouraged).

GPAC Roles and Meeting Organization

- **GPAC will provide high-level input in General Plan content.** This includes identifying issues and opportunities, helping to develop the vision and guiding principles, providing input on land use and growth alternatives, and brainstorming on goals, policies, and programs.
- **GPAC is non-voting and advisory.** Different points of view are encouraged and will be brought forward to the Planning Commission and City Council. Since there is no voting, GPAC discussions will not be “winner takes all.”
- **Staff and the consultants will run GPAC meetings.** The GPAC Chair will open and close the meeting only. Staff and the consultants will set the agenda, prepare materials, and facilitate the meetings.
- **GPAC is one of many sources of community input.** Staff and the consultants will compile input and make recommendations to the Planning Commission and City Council.



Community Feedback Process (revised)

Meeting Ground Rules

- **Welcome all viewpoints and value diversity.** All ideas have value in this inclusive setting, and we welcome all points of view to help us understand the broad range of perspectives in the city. GPAC Members must allow space for differences of opinion and respect your fellow Members even if you don't agree. If you hear something you do not agree with, please do not feel the need to defend or promote your perspective. Instead, offer it as a constructive alternative.
- **Be a good listener.** Practice active listening. If you don't understand something, or if something is unclear, ask questions.
- **Show common courtesy and respect.** Don't interrupt others. Use appropriate language. Avoid third-party discussions. Participate in good faith.
- **Share the air.** Allow the opportunity for all to speak and express their viewpoints. Remember that there are 21 Members on the GPAC and all Members should have equal opportunity to share their points of view.
- **Avoid editorials.** Avoid ascribing motives to or judging the actions of others. Tell us what is important to you, and what you would like to see.
- **Practice electronic courtesy.** Please turn off or silence cell phones. We understand you have responsibilities outside of meetings but ask that they are left at the door as your full attention is needed.
- **Honor time.** It is important to follow the time guidelines provided by the facilitator to achieve meeting objectives.