

LBNL COMMUNITY ADVISORY GROUP CAG ORGANIZING FRAMEWORK

PURPOSE AND CHARGE

The purpose of the LBNL Community Advisory Group (CAG) is to provide input into the Lab's physical plans and development projects.

The specific charge to this group is to:

- Advise LBNL staff on issues related to the environmental impacts of proposed planning and development projects;
- Articulate key community planning and design principles to be considered in the review of individual projects as well as to guide the physical development of LBNL overall;
- Identify recommended strategies and actions for addressing community concerns regarding the Lab's physical development;
- Provide input and feedback to the Lab regarding general plans and programs for the purpose of helping the Lab be a good neighbor to the community at large; and
- Serve as a communication link between the Lab and the various community groups and agencies that are interested in Lab-related development issues.

CAG MEMBER RESPONSIBILITIES

To uphold the CAG purpose and charge, each member is asked to fulfill the following responsibilities:

- Attend all CAG meetings (two excused absences per year are allowed);
- Listen actively to the ideas and opinions expressed by CAG members, project staff and team members, and all members of the community, engage in constructive discussion, and be open to alternative solutions and points of view;
- Review and respond to technical planning and policy information provided by Lab staff and community members;
- Present the views of constituencies, acknowledging and drawing on the diversity of opinions and outlooks represented;
- Inform constituencies and other community members about the CAG process; and
- Adhere to the CAG's Operating Principles and cooperate with this process to the fullest extent possible.

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OPERATING PRINCIPLES

The Community Advisory Group (CAG) will carry out its charge through a series of regularly scheduled, facilitated meetings. To ensure a useful and productive exchange of information, the Group will conduct its work according to the following operating principles:

- **Transparency:** LBNL staff and CAG members will share relevant information and facts to facilitate productive discussion and progress toward mutual goals.
- **Equal Participation:** All participants will agree to provide one another the opportunity to engage in balanced dialogue and presentation on meeting topics, and will minimize domination of discussions by allowing time for other speakers.
- **Inclusivity:** CAG meetings and related activities will be conducted to ensure the ideas and views of all members are considered. This includes an inclusive process to set and design meeting agendas that includes both Lab staff and CAG members.
- **Respectful and Responsive Engagement:** CAG members and LBNL staff will show courtesy, honesty and respect for each other during all communications, especially when giving or receiving contrary opinions as well as positive or negative feedback.
- **Accessibility:** Meetings will be scheduled and materials will be developed to enhance availability and ensure equal opportunities for participation based on the needs of the CAG members. All meetings will be open to the public.
- **Facilitated Meetings:** The meeting facilitator will help the CAG manage its agendas and enforce the Operating Principles.
- **Meeting Documentation:** All meetings will be videotaped and made available on the CAG website.

CAG MEMBERSHIP AND PARTICIPATION

LBNL will work to ensure that CAG membership includes residents of all residential communities adjacent to the Lab as identified by Lab staff and CAG members. The Lab will encourage the active participation of outside agency representatives and community organizations not represented on the CAG whose jurisdiction and subject matter expertise make it likely that they could make a useful contribution to CAG meeting topics.