

## Town of Carrboro

### Board of Aldermen Discussion Guidelines

Time	Topic	Process	Materials
15 min	Retreat Recap	<ul style="list-style-type: none"><li>• [2 min] Remind people of purpose of retreat and highlights of what was done.</li><li>• [5 min] Warren to review Crucial Conversations Handout</li><li>• [8 min] Ask Aldermen (a) for any examples of where they have been able to use Crucial Conversations techniques; and (b) any clarifications of how to use Crucial Conversations (e.g. what the steps mean)</li></ul>	Crucial Conversations Handout
15 min	Guidelines for Discussing Issues and Resolving Problems	<ul style="list-style-type: none"><li>• [2 min] Staff review the charge (combining different existing guidelines into a single document)</li><li>• [3 min] ask Aldermen to re-read the new draft (silently) and<ul style="list-style-type: none"><li>○ make notes of any words or phrases they have a concern with</li><li>○ pay particular attention to the “new” items</li></ul></li></ul>	Guidelines Handout (from staff agenda)  Can create a simple template to record the Aldermen feedback. Or can record directly on a word document

		<ul style="list-style-type: none"> <li>○ ask them to look at the prior guidelines to see if there is anything missing in the new draft</li> <li>○ ask if any of the guidelines are unclear and need clarification</li> <li>• [10 min] ask Aldermen to share their concerns or changes; attempt to come to consensus on final version</li> <li>•</li> </ul>	
10 min	Implementation and Enforcement	<p>[10 min] ask Aldermen how they want to enforce the guidelines.</p> <ul style="list-style-type: none"> <li>• How will we enforce them with each other and the public?</li> <li>• How much is the Mayor's responsibility (or other chair at other meetings) vs. a collective responsibility?</li> <li>• How will we make the guidelines known and available to ourselves and the public?</li> </ul>	
5 min	Next Steps	Do we need to vote on guidelines to adopt them?	