Planning

Criteria	Absent	Attempted/ Insufficient	Strong Effort	Exceptional
Community leaders either plan the meeting together with the convener or are consulted in advance of the meeting to discuss planning details.	☐	☐	☐	☐
An anticipated schedule of meetings is communicated at the beginning of the planning process.	☐	☐	☐	☐
Participants have an opportunity to voice if there are major conflicts that prohibit or otherwise hinder participation within the timeline and are able to seek accommodations and alternative ways to participate.	☐	☐	☐	☐
A sufficient number of meetings are held, meetings build upon outcomes and efforts from previous meetings (unless designed for a different stakeholder group), and stakeholder meetings and participation processes fit within the timelines of the decision so that feedback is meaningfully incorporated.	☐	☐	☐	☐
The convener notifies stakeholders of the meeting/ process well in advance (at least 14 days before or what the group deems appropriate), including details about the format, agenda, goals, and content to be discussed.	☐	☐	☐	☐
Relationships with local community organizations and individuals are developed to share information through word of mouth in addition to other channels.	☐	☐	☐	☐
Several different forms of outreach are involved in the advertising/notification channels (websites, social media, physical flyers at key places in the community including churches and community organizations, email lists, etc).	☐	☐	☐	☐
For meetings/processes that directly impact a group or location, advertising is targeted to ensure that the population is reached.	☐	☐	☐	☐
Advertising for the meeting is appropriate and accessible for all stakeholders (language, access to the internet, readability of advertising, etc are considered).	☐	☐	☐	☐
Notification does not occur at times when people are less likely or able to see the information (at 5pm on a Friday, over holidays, etc).	☐	☐	☐	☐
Meetings occur at varying times and locations that are accessible to interested community members (options outside work/school hours, not on holidays, across multiple regions of the state, etc.) and do not always occur at the same day/time in order to reach broader audiences/stakeholders.	☐	☐	☐	☐
There is a stated plan to check on and report on goals throughout the process.	☐	☐	☐	☐

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Criteria	Absent	Attempted/ Insufficient	Strong Effort	Exceptional
Location is thoughtfully selected with respect to the history of the space and cultural relevance (e.g. monuments, religious affiliations, sites of violence) and is close to the impacted communities.	☐	☐	☐	☐
Location is not at the building or site of the decision maker with the most power.	☐	☐	☐	☐
Location is clearly marked and easy to physically reach (e.g. has wheelchair access and transit access for all); if not, efforts are made to improve and provide safe and respectful access.	☐	☐	☐	☐
Location of the meeting does not require payment to access OR parking vouchers/transportation stipends are offered to meeting participants to limit the financial burden to access the meeting.	☐	☐	☐	☐
If the process is expected to be lengthy, food, housing, stipend, and/or other monetary allowances are provided for participants.	☐	☐	☐	☐
The meeting itself, advertising, meeting minutes, and relevant educational materials are made available in common languages used in the community (e.g. Spanish, ESL). If not possible, there should be functional tools available to translate the materials and meeting into languages used by the stakeholders.	☐	☐	☐	☐
The process for requesting translators at meetings or for documents is clear, accessible, and not burdensome.	☐	☐	☐	☐
Remote meetings are not the only option, and information provided on how to access virtual meetings is clear (software required, access through the internet or calling in).	☐	☐	☐	☐
For meetings where people may be joining via phone, there is still a way to view the meeting materials (slideshows, images, etc that may be viewable to those participating remotely with the internet).	☐	☐	☐	☐
Attention is given to how the setup impacts power dynamics and is adjusted appropriately to the meeting/ process (ex. podium with presenters vs chairs in a circle, virtual room set up where people can or cannot see other participants, etc).	☐	☐	☐	☐
The facilitator understands or is made aware of community dynamics present and especially those related to the decision-making process.	☐	☐	☐	☐
Facilitator upholds just power dynamics and creates equitable speaking time for participants, including consideration of how the first stakeholder to speak sets the tone (ex. is the first speaker the one with the most power in the decision context).	☐	☐	☐	☐