Planning

Criteria	Absent	Attempted/ Insufficient	Strong Effort	Exceptional
Advertising and notification: Advertising for meetings is accessible for all stakeholders and carried out through several channels (website, social media, email, flyers, location-specific outreach-- especially through community organizations) at convenient times (being aware of community events, religious services and holidays). Relationships with local community organizations/individuals are developed to share information through word of mouth in addition to other channels.	☐	☐	☐	☐
Timing: Stakeholders are notified of meetings and their content at least 14 days in advance and meeting times are varied to accommodate all community members. An anticipated schedule of meetings is communicated at the outset.	☐	☐	☐	☐
Location: Location is thoughtfully selected with respect to proximity to impacted communities, cultural relevance, and accessibility (wheelchair accommodations, free parking). Compensation, childcare, and food provided if the process is lengthy. Remote meetings are not the only option. Virtual participation information is clear, and remote participants are able to speak and view materials.	☐	☐	☐	☐
Meeting content: Community leaders either co-lead planning or are consulted at least 7 days in advance of the meeting to discuss details and have the opportunity to voice major conflicts. Room set up is arranged to mitigate power dynamics and is adjusted appropriately. Facilitator understands community dynamics, has no conflict of interest, and upholds equitable speaking time allotment. There is a stated plan to check in about goals throughout the process. Translations of meeting materials and statements are available.	☐	☐	☐	☐

Execution

Criteria	Absent	Attempted/ Insufficient	Strong Effort	Exceptional
Materials: Educational materials are accessible, comprehensible, and of reasonable length (includes summaries) for stakeholders and key terms are defined. Items are shared several days prior to meeting and are provided in prevalent regional languages.	☐	☐	☐	☐
Structure: Meeting organizers clearly communicate goals, role of stakeholders, and expectations for follow-up. Meetings are structured to emphasize active participation (including written comments) and sharing. Translators are present and available for community members.	☐	☐	☐	☐
Facilitation: No ideas or statements are discounted in the discussion. Where comments may fall outside of a meeting purpose/process context, information is provided about how their concerns will be redirected or addressed. Facilitator ensures speaking time is equitably allocated for all stakeholder groups. Procedures exist for when ground rules are broken.	☐	☐	☐	☐
Breakdown: Time is allocated for discussion and response throughout the meeting in addition to formal speaking opportunities. Meeting is not dominated by presentations and allows time for spontaneous statements.	☐	☐	☐	☐

Feedback

Criteria	Absent	Attempted/ Insufficient	Strong Effort	Exceptional
Content feedback: There is a stated plan to check on and report on goals throughout the process. Opportunities to express feedback exist within the meeting structure, and the decision-maker communicates how participant/community member feedback was or was not incorporated.	☐	☐	☐	☐
Process feedback: A concrete method is used to evaluate and collect feedback about the process itself. Advertising and notification channels are tracked and evaluated for effectiveness. Reasons for changes made to the process are made clear to participants.	☐	☐	☐	☐