City of Albuquerque • Police Oversight Task Force
Process Guidelines for Determining POTF Recommendations (*DRAFT*)

Objectives
- Focus POTF deliberations on submitting a final report, with recommendations, by January 31, 2014.
- Allow the Chair, as well as all POTF members, to fully participate in deliberation and decision making.

General Guidelines
- **Agendas will emphasize hearing Subcommittee recommendations and then deliberating as a Task Force.** There may be utility in allowing Subcommittees to occasionally caucus within meetings.
- **To help with making comparisons between recommendations, and finding common ground,** Subcommittees will use a common format for presenting recommendations, e.g., the “findings” and “recommendations” format used in the MGT report.
- **Also,** the Task Force and Subcommittees will employ a common set of categories for all findings and recommendations, possibly framed as the “Key Questions” being answered by the proffered recommendations.
- **The Task Force may, at certain times, use the services of an outside facilitator to moderate the discussion.**
- **The Task Force will meet three times in December and three times in January.** This may be amended as the January 31, 2014 deadline approaches.

Facilitator Role
- **Work with the Chair,** the Management Subcommittee, and Council Services staff to assist with designing meeting agendas.
- **Moderate discussions when participation in deliberations by the Chair is deemed necessary.**
- **Propose questions and process recommendations to assist with deliberations.**

Group Decision Making
- **The Task Force will strive to reach consensus on recommendations.**
- **Where consensus cannot be reached,** a recommendation will go forward if there is a supermajority of seven members in support of it.
- **The Task Force may decide to vote on individual recommendations or to vote on a package of recommendations.**
- **One or more minority reports may accompany the final POTF report and recommendations.**