

## Guiding Principles

- HCC will conduct public surveys for the purpose of gathering information.
- The goal of surveys will be to collect objective, unbiased information from citizens.
- Surveys will typically be considered unscientific and the data bias with limited use.
- Surveys will be delivered through face-to-face interviews, telephone interviews, paper questionnaires, online questionnaires, or a combination of methods.
- Survey design may include open- or closed-ended questions, depending upon delivery.

## Five-Step Approach

- Step #1 HCC members may request a survey at anytime.
- Step #2 Topic, purpose, and scope will be defined by a problem statement.
- Step #3 Members will vote on the problem statement.
- Step #4 Survey Coordinator will design and implement survey, with assistance.
- Step #5 Survey results will be summarized and shared.

## Problem Statement Defined

- What is the purpose of the survey?
- What is the scope of the survey?
- What definitions / understandings need to be used?
- How will survey results be used?
- Other?