



Lane Area Commission on Transportation

895 Willamette Street, Suite 500, Eugene, Oregon 97401-2910
541.682.4425 (office)



LaneACT Foundational Procedures and Policies

Ground Rules *(adopted February 9, 2011)*

The following Ground Rules for the LaneACT were adopted by consensus at their first meeting.

- Everyone needs to be heard
- Bring all issues to the table
- Share available speaking time
- Be respectful of the range of opinions
- Avoid side discussions when others are speaking
- Be on time, be prepared, and actively participate in discussions
- Put cell phones on silent mode
- Start and stop on time

Public Comment and Public Hearing Protocols *(adopted August 10, 2011)*

The following protocols were adopted at the August 10, 2011, LaneACT meeting.

Open/Close for Comment

- Open for public comment or public hearing
- Allow for comment or testimony (three minute time limit, per individual, per item)
- Close public comment or public hearing

LaneACT Response

- Allocate no more than ten minutes per meeting for LaneACT response
- No single ACT member's response should exceed two minutes
- If ACT members have further questions, it is appropriate to request contact information and follow up directly

Election of Officers *(adopted November 16, 2011)*

For the first partial year of operation, the LaneACT agreed that continuity of the existing officers was a high priority. Election of officers for the 2012 calendar year would be held at the December 2011 ACT meeting and nominations from the floor would be entertained.

Thereafter, a Nominating Committee would be appointed at the September ACT meeting, a slate of officers for Chair and Vice Chair would be presented at the December ACT meeting, and election of officers would be held. The new officers' terms start at the first meeting of the calendar year consistent with the LaneACT Bylaws.