

Oregon Transportation Safety Action Plan (TSAP) Policy Advisory Committee (PAC)

Operating Protocols

Draft January 5, 2015

Based on presentation and discussion at October 14, 2014 meeting of PAC

The TSAP Policy Advisory Committee (PAC) is a collaborative group. We have developed and agree to the following protocols as a basis for how we will work together.

Meeting Ground Rules:

As members of the committee, we agree to:

- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Show courtesy – let others finish before speaking, and let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process, and recognize that silence will be interpreted as acceptance of the direction of the group.
- Avoid side conversations.
- Focus questions and comments on the agenda topic.
- Seek to find common ground.
- Encourage innovation and achievable solutions.
- Turn off cell phones or put them on silent mode for the meeting.

Other meeting protocols:

We agree to:

- Conduct our work through facilitation.
- Attend all meetings and prepare for meetings by reading materials in advance and arriving on time.
- Support the facilitator in ending meetings on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if the item can be rescheduled to another meeting.
- Notify staff if we have an unavoidable conflict that requires us to be late or absent.
- Receive advance notice of meetings and major topics. Staff will make every effort to provide meeting materials in advance. For meetings that will seek committee decisions on key recommendations, we will receive critical materials at least a week in advance of the meeting.

- Designate one alternate, if desired, to be prepared to attend a meeting if we are unavoidably unable to attend. We will each ensure our alternate is regularly briefed and receives all committee communications. When serving in place of the committee member, the alternate may participate in group discussions and [may/may not?] participate in group actions.

Accessibility to the public:

To ensure a transparent and accessible process, we will:

- Provide public notification of our meetings.
- Hold our meetings open to the public, and provide meeting materials online.
- Offer public comment opportunities at each meeting. The facilitator will work with guests to assess the need for and manage the timing of comment periods potentially early and late in the meetings for the convenience of guests wishing to contribute. Agendas will generally allow for up to 10 minutes of public comment.
- Encourage interested members of the public to provide more thorough comments in writing, when needed. Written comments will be distributed to and reviewed by all committee members.

Communications:

Regarding communications outside of meetings, we will:

- Be free to speak with each other about issues and in ways that support the group process, and will not take actions or discuss issues in any way that undermines the group process.
- Call or email the staff with information that the other members and the project team need to be aware. Include “TSAP PAC” in the subject line of all emails in order to provide for a distinguishing factor for project specific emails.
- When speaking with those outside the group, not speak on behalf of the PAC or represent our personal views as views of the PAC without prior agreement of the group.

Recommendations and Decision Making:

We, as a committee, will make recommendations to the staff, the Oregon Transportation Safety Committee, and the Oregon Transportation Commission:

- When providing group recommendations:
 - We will work toward consensus, setting aside personal interests in order to seek the best solution for all stakeholders. (Consensus is the point at which all members can support the decision as the most viable decision for the group as a whole, even if it is not each individual’s most preferred outcome.)
 - If it is clear that consensus cannot be reached, then a two-thirds majority(?) of those present will be required for an outcome to be represented as a recommendation of our committee. If a two-thirds majority cannot be reached,

then all perspectives, as recorded in the meeting summaries, will be forwarded to the decision makers without a group recommendation.

- When asked to provide informal feedback to staff and/or decision makers, our recommendations do not need to be consensus-based.
- If a member cannot be present for a recommendation and so informs staff prior to the meeting, the member may submit written comments that express his or her views on the issues involved, and the committee will consider that information.