

# **STAKEHOLDER COMMITTEE FOR THE STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM COLLABORATIVE PROCESS**

## **OPERATING PRINCIPLES**

*(Adopted on 4 May 2001)*

For any collaborative process to go smoothly, it is helpful for those involved to agree at the outset on the purpose for the process and on the procedures by which the group will govern its discussions, deliberations, and decision-making.

At the March 2000 meeting of the Oregon Transportation Commission, transportation stakeholders asked the Commission to consider review of the Statewide Transportation Improvement Program (STIP) development process. As a follow-up, the Commission held a panel discussion on the STIP process at its monthly meeting in April, receiving input from numerous public and private stakeholders. In response, the OTC has initiated a procedure for evaluating the STIP process.

### **1. PURPOSE AND ROLE OF THE STAKEHOLDER COMMITTEE**

Purpose. The purpose of the Stakeholder Committee for the Statewide Transportation Improvement Program Collaborative Process (Stakeholder Committee) is for appointed representatives to provide the Oregon Department of Transportation (ODOT) with advice, feedback, recommendations and, where requested, decisions regarding the issues, and actions that need to be taken throughout the process which results in the development of the STIP.

The Stakeholder Committee will generate ideas on process and possible directions for consideration by the Department.

Testimony received at the March 2000 Oregon Transportation Commission meeting, together with internal discussions, helped frame the development of the following six objectives in which the stakeholders could assist in identifying ways to improve or explain the existing process:

- Clarify public participation opportunities and the role of the Area Commissions on Transportation;
- Clarify implementation of Oregon Transportation Commission policies;
- Better define and explain the existing decision-making process;
- Foster statewide procedural consistency while accommodating appropriate regional differences;
- Provide more complete project purpose and need;
- Assure projects are built and implemented as committed.

Role. The Committee will be fully engaged in the overall development of the STIP process in a variety of ways by:

- Sharing unique perspectives and views of the program development processes that result in better outcomes;
- Providing advice and recommendations;
- Generating new ideas and formulating options;
- Utilizing individual and combined Committee expertise to evaluate process alternatives;
- Conducting broad review of draft documents; and
- Discussing key issues arising from constituent contacts.

## **2. PARTICIPATION**

Interests Represented. Committee members represent interests that would be substantially affected by the issues addressed in the development and implementation of the STIP.

Attendance at Meetings. Each Committee member agrees to make a good faith effort to attend each full meeting. Each Committee member shall designate one individual to be their alternate. If a Committee member cannot attend, their designated alternate will attend in their place. It is the responsibility of the member and alternate to stay fully briefed of all Committee meeting discussions and deliberations.

Constituent Interests. Committee members are expected to consult with and represent the concerns and interests of the constituents they were appointed to represent, and to ensure that significant issues and concerns of those constituents are articulated during the Stakeholder Committee meetings to the best of their abilities. Committee members also are responsible for ensuring that any eventual advice, recommendations, or agreements developed by the Committee are communicated to their constituents.

## **3. MEETINGS**

Open Meetings. Meetings of the Stakeholder Committee will be open to observers.

Materials. Materials will be provided to both the Committee member and their alternate. ODOT will provide meeting materials as much in advance of the meeting as possible, utilizing handouts and other information-sharing tools as needed.

Agendas. Proposed meeting agendas will be drafted by ODOT and the facilitator in consultation with Stakeholder Committee members and approved or revised at the beginning of each meeting.

Meeting Summaries. Meeting summaries will be prepared by ODOT and the facilitator to assist the Stakeholder Committee in documenting its progress and activities. Draft meeting summaries will be provided to the Stakeholder Committee for correction and comment prior to the next meeting. Approved meeting summaries will be posted to ODOT's web page:

<http://www.odot.state.or.us/stakeholderstip> .

#### **4. DECISION-MAKING**

Decisions. The Stakeholder Committee will strive to find a commonly agreed-upon recommendation. If the group cannot agree, both a majority and minority opinion will be sought and communicated to the Oregon Transportation Commission.

Agreement. If decision statements are required, a Committee member (selected by the Committee as a whole) will finalize a written statement documenting the decision. The proposed statement will be circulated to all members of the Committee for review. Adoption shall be through the full Committee Decision process described above.

Workgroups. Workgroups may be established for the following purposes:

- a) To develop recommendations or proposals for consideration and adoption by the Stakeholder Committee.
- b) To assist ODOT on a project or draft document.
- c) Other workgroups as determined by the Committee.

#### **5. SAFEGUARDS**

Good Faith. All parties agree to act in good faith in all aspects of the collaborative process. Specific positions, statements or offers made during the discussions may not be used by other parties for any purpose outside the discussions or as a basis for current or future litigation. This encourages the free and open exchange of ideas, views and information prior to making recommendations or reaching consensus. Personal attacks and prejudiced statements are not acceptable.

Committee members agree to make their best effort to accurately represent the views of their constituency. Good faith also requires that individuals not represent their personal views as views of the Stakeholder Committee when engaged in other forums where the same issues are under discussion, including contacts with the press or representatives of the Legislature. All Stakeholder Committee members agree not to knowingly mischaracterize the positions and views of any other party, nor their own, in public forums or press contacts.

Right to Withdraw. Any member may withdraw from the Stakeholder Committee at any time. Communication about the reasons for withdrawing would be helpful. Good faith provisions apply to those who withdraw.

Information. Stakeholder Committee members agree to share all relevant information to the maximum extent possible.

#### **6. GROUNDRULES**

- Seek to learn and understand each other's perspective
- Encourage respectful, candid and constructive discussions
- Provide balance of speaking time
- Seek to resolve differences and reach consensus
- Discuss topics together rather than in isolation
- Make every effort to avoid surprises

## **7. SCHEDULE**

The Stakeholder Committee will meet approximately eight times from March – October 2001. Meeting dates and locations will be scheduled in advance.

## **8. FACILITATION**

The Stakeholder Committee meetings will be facilitated by RESOLVE, Inc. The facilitator will work to ensure that the process runs smoothly. The role of the facilitator usually includes developing draft agendas, facilitating meetings, working to resolve any impasse that may arise, preparing meeting summaries, and other tasks as requested. The facilitator will take no positions on the issues before the Stakeholder Committee. The facilitator will serve at the will of the group and may be replaced by another as agreed upon by the Committee members.