

OPTP Policy Advisory Committee

Operating Protocols

~~Discussion Draft~~ April 22, 2016

The OPTP 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 Preparation and Participation

As members of the committee, we agree to:

- Attend all meetings and prepare for meetings by reading materials in advance and arriving on time.
- End 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.
- After an absence, read materials and the meeting summary and, if an alternate attended, get briefed on the information presented, deliberations and outcomes of the meeting; and
- Designate one alternate, if desired. 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.~~

Meeting Ground Rules

We will:

- Listen carefully and respectfully with the intent of understanding.
- “Share the air” – 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.
- Focus questions and comments on the agenda topic and the PAC purpose.
- Seek to find common ground.
- Minimize distractions during meetings by putting cell phones on silent mode and avoiding side conversations.

Making Committee Recommendations to Decision Makers

- We will strive to make decisions by consensus, understanding that our recommendations to the Agency and the OTC are strengthened by high levels of agreement. (Consensus is the point at

which all members can accept 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 clear consensus cannot be reached, then a two-thirds majority (2/3) of those present will be required for an outcome to be represented as a recommendation of our committee, and we will allow for the provision of a minority report. If a two-thirds majority cannot be reached, then there will be no recommendation from the committee and all perspectives will be forwarded for consideration by the decision makers.
- A majority of members attending each meeting, either in person or electronically, will constitute a quorum for any decisions made at that meeting.
- Although we will not use proxies, we will consider written comments from our fellow members when they are unable to attend.
- Decisions will be respected as final to avoid backtracking, unless the committee as a whole agrees there is sufficient new information or the chairperson deems it necessary to reconsider a previous decision.

External 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.
- Not speak on behalf of the PAC or represent our personal views as views of the PAC in other forums where the same issues are under discussion, including contacts with the media or representatives of the Legislature. All official communications regarding the process will be conducted through ODOT or the chair.
- Communicate with our respective constituents to ensure that they are well-informed of the group's progress and to ensure that issues are identified that need to be communicated to the rest of the committee.
- Contact staff or the Chairperson regarding suggestions to help future meetings and activities work more effectively.
- Notify Lucia Ramirez, (503) 986-4168 or Lucia.L.Ramirez@odot.state.or.us, about communications with the media and when other information arises that the other members and the Project Team need to be aware of.
- Route all email communication related to the PAC through Lucia Ramirez.
- Notify Lucia Ramirez if we do not want to receive hard copies of meeting materials.
- Utilize an online PAC resources library/PAC website for reference:
https://www.oregon.gov/ODOT/TD/TP/Pages/optp_pac.aspx

Accessibility to the Public

- Meetings will be open to the public for observation. While the primary purpose of the our meetings is to provide a forum for committee discussion and input, 10 minutes will be set aside at each meeting for public comment, generally toward the end of the meeting, although the Chair will provide an opportunity early in the meeting, if needed. We may choose to allow additional time, if needed and if time is available.
- Written comments always are welcome and will be provided to PAC members.