

## Appendix D: MAC Meeting Guidelines

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### Projects Selected and Scheduled for Meetings

- Not all projects are shared with the Mobility Advisory Committee in a formal meeting setting. The Mobility Services Team uses the Criteria in Appendix C to determine which projects should be shared with the MAC and how they should be shared (via email or at a regularly scheduled MAC meeting).
- Projects selected for a meeting presentation are scheduled using the information submitted on the [Agenda Request/Meeting Materials Form](#) on the [internal Mobility SharePoint site](#).<sup>1</sup> The completed form and all meeting materials are due at least **3 weeks prior** to the requested meeting date.
- Projects are scheduled based on the urgency level indicated on the form:
  - **High:** Must be scheduled for the next upcoming meeting (this excludes projects submitted late).
  - **Medium:** Can be moved to the following month of requested meeting date, if necessary.
  - **Low:** Can be scheduled sometime within the next three months of requested meeting date.
- Projects not listed on the published agenda cannot be added prior to the meeting. This is to ensure adequate time is available for the Mobility Services Team to review, provide feedback and edit presentation materials for those projects that are scheduled.
- Agendas at a minimum will include project details and notification of any additional attendees (e.g. consultants, ODOT technical staff, local stakeholders, etc.).

### Meeting Schedule & Notifications

- Meetings are held monthly on the second Thursday of each month, on an as-needed basis. Meetings may need to be moved to a different day occasionally to accommodate conflicts. Additional special meetings (e.g. work sessions) may also be scheduled as necessary, by consensus agreement of the committee members.
- Agendas and supporting documents are posted on the [Mobility Meeting Records website](#) at least one week prior to a meeting. Those interested in MAC meetings can also [sign up](#) to receive meeting notifications and other MAC updates via email.

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<sup>1</sup> External consultants can use [this form](#) to provide their agenda requests and documents to the appropriate Region Mobility Liaison, who can submit the agenda item on the consultant's behalf. Region Mobility Liaison contact information can be found on the [Statewide Mobility Program website](#).

## Project Summaries

The Mobility Services Team will distribute project summaries to the MAC members one week prior to the meeting, which summarize the project impacts (e.g. permanent reductions, size/weight restrictions, closure/hours and durations, critical route pair conflicts) for all projects scheduled for review (with the exception of projects scheduled for the ORS 366.215 consent calendar).

## Meeting Structure

The meeting will be divided into distinct categories based on the activity type to clearly identify projects that are subject to ORS 366.215, and projects with non-ORS 366.215 impacts (permanent or temporary). The following rules will be applied to each activity:

<b>Applies to All Activities</b>	<ul style="list-style-type: none"> <li>• Discussions and committee advice will be documented using separate sections within the minutes for ORS 366.215 project impacts versus non-ORS 366.215 project impacts.</li> <li>• Recommendations will be made by consensus (see definition #4 in Appendix A of the Mobility Advisory Committee Charter).</li> <li>• All segments will be incorporated into a single Mobility Advisory Committee Agenda, which will clearly distinguish between segments.</li> <li>• Meetings will be hosted and recorded using Web Ex. Microsoft Teams will be used as an alternate platform.</li> </ul>
<b>Applies to Permanent ORS 366.215 Activities</b>	<ul style="list-style-type: none"> <li>• The ORS 366.215 Stakeholder Forum segment will be scheduled first on the agenda.</li> <li>• This meeting segment will be convened, adjourned and recorded separately from the non-ORS 366.215 meeting segments to provide a clear distinction between them.</li> <li>• Records for ORS 366.215 project reviews will be retained on a website for 10 years, per Administrative Rule (OAR 731-012-0140).</li> </ul>
<b>Applies to Permanent (non-ORS 366.215) Activities</b>	<ul style="list-style-type: none"> <li>• Projects proposing permanent reductions (non-ORS 366.215) will be scheduled second on the agenda following ORS 366.215 Stakeholder Forum reviews.</li> <li>• Projects will follow department policy<sup>2</sup> regarding stakeholder engagement.</li> </ul>
<b>Applies to Temporary Activities</b>	<ul style="list-style-type: none"> <li>• Projects proposing temporary restrictions due to work zone activities will be scheduled third on the agenda following projects proposing permanent (non-ORS 366.215) reductions.</li> <li>• Committee feedback and support for projects with temporary restrictions will be documented per <a href="#">Operational Notice PD-16</a> and the <a href="#">Mobility Considerations Checklist</a>.</li> </ul>

<sup>2</sup> See Appendix B (Table of Authorities) for department policies related to temporary work zone restrictions and permanent reductions not subject to ORS 366.215.

## Committee Roles & Responsibilities / Appointments

Committee roles and responsibilities are summarized in the following “RACI” chart.

FIGURE 1: RACI CHART

Committee Roles and Responsibilities												
Responsible, Accountable, Consulted, Informed												
Activity Area*	Roles											
	Bicycle Rep	Pedestrian Rep	Trucking Industry Rep	Mobile Home Mfg. Rep	Oversize Load Freight Rep	Automobile Users Rep	Contractor Rep	Project-Specific Stakeholders (ORS 366.215)	Other Invited Members	All Stakeholders and General Public	Department Staff	Department
	Key Stakeholders								Other Stakeholders		ODOT	OTC
Temporary WZ Safety & Mobility Impact Reviews	C	C	C	C	C	C	C	C	I	R	A	
ORS 366.215 Stakeholder Forum Reviews	C	C	C	C	C	C	C	C	I	R	A	A
Projects Proposing Permanent Impacts (on routes <i>not</i> subject to ORS 366.215)	C	C	C	C	C	C	C	C	I	R	A	

<b>R</b>	<b>Responsible</b>	Assigned to complete tasks or deliverables.
<b>A</b>	<b>Accountable</b>	Has final decision-making authority and accountability for completion.
<b>C</b>	<b>Consulted</b>	Stakeholder who is consulted to advise the Department on the three activities listed above.
<b>I</b>	<b>Informed</b>	Must be informed after a decision or action.

\*Refer to the *Table of Authorities* in Appendix B of the Charter for the appropriate statute, rule, or policy that applies to each activity area.

Organizations representing the listed stakeholder groups in [Figure 1](#) are asked to provide one representative each to serve on the Mobility Advisory Committee and Stakeholder Forum.<sup>3</sup> Alternates may be assigned by the representative or their organization to serve in the event the primary representative is unavailable to attend a meeting.

## Consensus (Used for Recommendations)

The following "Consensus Model" is used to make recommendations to ODOT.

### Consensus Model Expectations

- **Collaboration:** Members contribute to a shared proposal that meets the concerns of all group members as much as possible.
- **Cooperation:** Members strive to reach the best possible proposal for the group and all of its members, rather than stating personal preferences.
- **Egalitarianism:** Members are afforded equal input into the process.

### Mobility Advisory Committee actions to forward recommendations to ODOT

1. The committee collaboratively discuss proposal generated by ODOT region staff.
2. The committee requests modifications (if needed) to the plans to address specific issues/concerns.
3. ODOT region project team modifies the proposal as needed (if feasible) to generate as much agreement as possible.
4. Committee members and ODOT staff engage in good faith to reach consensus for support.
5. Acknowledge unsatisfied concerns through dissent options.

### Dissent Options

1. **Declare reservations:** Members who are willing to let a proposal pass but desire to register their concerns with the group may choose to "declare reservations." If there are significant reservations about a motion, the group may choose to modify or re-word the proposal.

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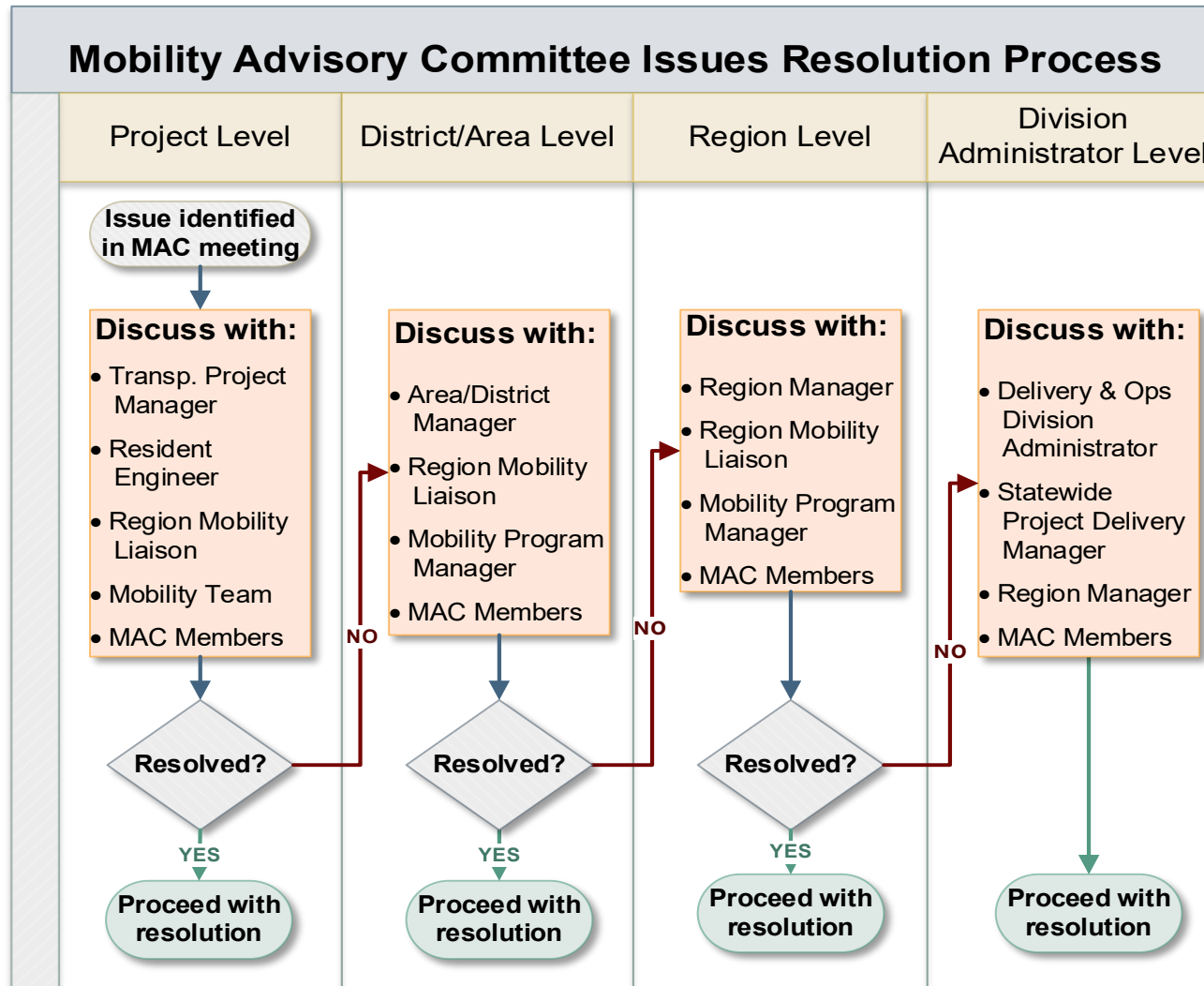
<sup>3</sup> Oversize load freight representative includes industry members who represent the following three categories: 1) annual and single oversize loads, 2) overwidth/overheight/overweight single trip superloads, and 3) overlength long load single trip superloads.

2. **Stand aside:** A "stand aside" may be registered by a member who has a disagreement with a proposal, but is willing to let the proposal pass. The concerns of members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.
3. **Object:** Any member may "object" to a proposal and the Mobility Services Team will document reasons for the objection. Note: At any stage of the process, if issues need to be resolved a separate work session can be held. (See [Work Sessions](#) section.)

### Issue Resolution (for non ORS 366.215 project reviews)

When issues arise during discussion of non-ORS 366.215 project reviews, the following process will be used to resolve issues. Issue resolution begins at the project level and progresses through decision levels identified in the resolution process chart (see figure 2 below) as necessary.

FIGURE 2 - RESOLUTION PROCESS



**Note:** Issues related to ORS 366.215 Reduction Reviews will follow the resolution process specified in [OAR Chapter 731, Division 12](#).

## Recordkeeping

- **Minutes & Action Items:** The Mobility Services Team is responsible for taking minutes and documenting action items. Draft minutes with action items are posted to the Mobility Meeting Records web page within 10 business days after each meeting. The facilitator will request approval of the draft minutes at the beginning of each meeting. Once approved by the committee, final minutes will be published on the [Mobility Meeting Records web page](#) and the [ORS 366.215 Records web page](#) (if applicable).
- **Mobility Consideration Checklist:** Support for temporary work zone restrictions are documented on the Mobility Considerations Checklist (per [ODOT Operational Notice PD-16](#)), and signed by the Region Project Lead and the Mobility Program Manager.
- **ORS 366.215 Records of Support:** Support of a Proposed Action by the Stakeholder Forum is recorded in a formal Record of Support. The document is created and published by the ODOT Mobility Services Team following Stakeholder Forum meetings. The document provides a record of determinations and information that is required under [OAR 731-012-0140](#).<sup>4</sup> Stakeholder Forum Records of Support, as well as Director and OTC determinations are published on the [ORS 366.215 Records web page](#). The Rule requires ORS 366.215 records to be maintained for 10 years.
- **Documented Agreement for Roundabouts (not subject to ORS 366.215):** Proposed roundabouts require a documented agreement per [ODOT Directive DES-02](#). The Record of Support serves as the documented agreement on routes subject to ORS 366.215. Roundabouts on routes not subject to ORS 366.215 must have documented agreement between ODOT and the representatives of the trucking industry to memorialize that the roundabout is properly sized. For non-ORS 366.215 roundabout projects, the MAC meeting minutes are used to document the agreement to meet the requirement of Directive DES-02.

## Work Sessions

Separate work sessions with committee members and ODOT staff may be held for the following reasons:

1. To follow up and examine specific issues and concerns identified during a regularly scheduled MAC meeting that require more in depth discussion and there is insufficient time available to resolve them.

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<sup>4</sup> An [ORS 366.215 Implementation Guidance Document](#) is available, which summarizes the reduction review process specified in administrative rule.

2. Prior to a regular scheduled MAC meeting for high impact projects (such as intersection improvements, road diets, cross-overs for paving projects, etc.) to pro-actively address potential concerns before coming to the full committee.

The following guidelines apply to work sessions:

- Work sessions provide an opportunity to share additional project details and allow more time for a healthy discussion to resolve issues and concerns and build consensus. Both the Mobility Advisory Committee (MAC) members and Stakeholder Forum (SF) members shall be invited to participate in work sessions and represent their interests.
- Support for a project at the conclusion of a work session does not substitute for the support needed and memorialized at the regularly scheduled Mobility Advisory Committee meeting. Support will be affirmed at the next regularly scheduled MAC meeting.
- A subset of the MAC/SF members can be utilized to resolve specific issues when they are limited in scope, affecting only one or two represented stakeholder groups. For transparency, both the Mobility Advisory Committee (MAC) members and Stakeholder Forum (SF) members shall be invited and notified that the topic is limited in scope and may have minimal to no impact to them, but all are welcome to participate. Results of the work session will be shared at the next regularly scheduled MAC meeting.
- For projects requiring a work session with urgent deadlines, an exception may be allowed to document formal support at the work session if both the Mobility Advisory Committee (MAC) members and Stakeholder Forum (SF) members were invited and notified that the goal is to garner and document support at the conclusion of the meeting. This should be an exception to the rule. The regularly scheduled MAC meetings are the official meeting and record keeping venue for mobility discussions.
- The region hosting the work session is responsible for developing the agenda and facilitating the meeting. The agenda templates are available on the Mobility SharePoint website. The Region will share final agenda with The Mobility Services Team who will coordinate the scheduling (Doodle Polls, Outlook, Teams and/or WebEx invites). Mobility will also record the meeting, track action items, and create meeting minutes.

## MAC Meeting Facilitation

- Regular meetings of the MAC will be recorded and facilitated by the Mobility Services Team.<sup>5</sup> At the beginning

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<sup>5</sup> Work sessions held outside of regular MAC meetings are facilitated by the hosting region.



of each meeting, the facilitator will open the meeting, take roll call, ask for approval of the minutes from the previous meeting, and review the agenda.

- If there are items on the ORS 366.215 Consent Calendar<sup>6</sup> for the Stakeholder Forum to consider, the facilitator will ask for support for the entire calendar at the top of the meeting before the other ORS 366.215 project presentations begin.
- The facilitator will introduce each project by providing a brief summary of the proposed permanent or temporary impacts to be considered (based on the project summaries distributed to members prior to the meeting).
- The facilitator will manage Q&A during presentations, and where appropriate, provide objective analysis based on statute, rule, policies and procedures.
- The facilitator will manage the consensus decision-making process through the following steps:
  1. Allow time for discussion and comments.
  2. Identify emerging suggestions or proposals.
  3. Identify any unsatisfied concerns.
  4. Identify ways to modify the suggestion or proposal to generate as much agreement as possible.
  5. Assess the degree of support.
  6. Document support (or nonsupport) or repeat steps as needed.

## Presentation Templates & Documentation

- Two meeting templates are provided on the [Mobility Planning and Guidance web page](#) and the internal [Mobility SharePoint site](#), and both are required to be used for presentations. [Instructions are available](#) for using these required templates.
  - The [Temporary Conditions PowerPoint Presentation Template](#) must be used for presenting work zone safety impacts and temporary closures and restrictions during project development, construction (for updates) and maintenance projects per mobility policies, commitments and procedures.
  - Use the required [ORS 366.215 PowerPoint Template](#) for presenting potential reductions in vehicle-carrying capacity. It is important to include both existing and proposed cross-section for each proposed reduction location so the MAC has enough information needed to provide support (or not) for a

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<sup>6</sup> The criteria used to determine which ORS 366.215 project impacts can be placed on the consent calendar are described in Appendix C (Mobility Project Review Criteria) of the Mobility Advisory Committee Charter.

proposed reduction in vehicle-carrying capacity.

- More templates are being developed for other types of presentations. Contact the [Mobility Services Team](#) for help if you have unique presentation needs.
- When using the required templates, follow the instructions in the notes section of each slide to ensure all impacts are clearly addressed.
- The completed template and any required documents (e.g. Mobility Considerations Checklist, Transportation Management Plan, Work Zone Decision Tree, etc.) must be provided to the Mobility Services Team at least **three weeks prior** to the scheduled mobility meeting using the online [Agenda Request/Meeting Materials Form](#) on the internal [Mobility SharePoint site](#). This allows the Mobility Services Team one week to review the presentation and confirm the supporting documents are in-synch. *Three weeks does not substitute for the timelines required to submit documents to the MST specified in the MCC to allow adequate time for project review, clarification and feedback.*
- The Mobility Services Team will post supporting documents on the [Mobility Meeting Records website](#) at least one week prior to a meeting.
- Presentations should be easy to follow, tell a story, and have visual aids to help describe the proposal. Avoid including information that is not needed or requested in the provided templates. Contact the [Mobility Services Team](#) if you want to insert a slide that is different from the ones provided.
- Meeting materials posted on ODOT's web pages must meet accessibility standards. Guides for creating accessible documents (including Word, PowerPoint, PDF and Excel) are available here: <http://ncdae.org/resources/cheatsheets/>.

## Presenter Expectations

- Presenters will follow Region management expectations to ensure a successful meeting outcome (e.g. conducting a dry run with Region management). Staff and consultants who have never presented at a mobility meeting are encouraged to attend an earlier scheduled meeting to get a sense of the flow of discussion and questions asked by stakeholders.
- Presenters should be engaging the committee as early as possible to allow for a collaborative process with stakeholders. Depending on the complexity or sensitivity of the project, modifications to designs, staging plans, detour routes, etc. may be requested and subsequent meetings needed. It is important to factor in enough time to allow for appropriate stakeholder engagement.

- Presenters will ensure they have appropriate personnel at the meeting to answer questions.
- Presenters are encouraged to share their screen and control their own presentations during virtual meetings, to ensure the correct content is displayed at the appropriate time during the presentation. Presenters should notify the [Mobility Services Team](#) as soon as possible if unable to attend, or if only able to attend by phone.

## Mobility Services Team Region Support

The Mobility Services Team assists the Regions in preparing for MAC meetings by providing the following support:

- Participate in Region dry runs of project presentations.
- Participate in Region Project Team Meetings to provide feedback and answer questions.
- Review submitted presentations and documentation to ensure all necessary information is provided for stakeholder input.
- Provide feedback to Regions to correct errors and improve clarity.
- Identify potential issues/concerns and may recommend possible mitigations as appropriate.
- Provide support for development of Transportation Management Plans.
- Provide special training sessions.
- Prioritizing projects submitted for the MAC agenda, and rescheduling projects as necessary.

## Charter Amendments

ODOT will review the Charter on an annual basis, but retains the right to make updates at any time to address policy changes and/or Department direction. ODOT will notify the MAC when changes are necessary, and will solicit input from the Committee as appropriate.