



## Community Advisory Committee Charge and Protocols

Draft for discussion | May 16, 2016

### Charge

The **purpose** of the 82<sup>nd</sup> Avenue of Roses Implementation Plan is to collaboratively develop a set of transportation improvements that is supported by the community and is implementable in the short term. The Implementation Plan will consider improvements to 82<sup>nd</sup> Avenue from NE Killingsworth Street to SE Johnson Creek Boulevard.

The 82<sup>nd</sup> Avenue of Roses Implementation Plan Community Advisory Committee (CAC) is charged with:

- Providing input to the Project Management Team to inform Implementation Plan development and issues that should be addressed in the plan.
- Acting as a liaison with constituent groups, providing project information and soliciting feedback to keep those groups informed and engaged.
- Providing advice and input on how to engage other community members in developing the Implementation Plan.
- Providing advice and guidance on the applicability and ability to implement the plan as demonstrated through community support.
- Providing recommendations about the focus areas to study in more detail and improvement ideas for each focus area at key milestones.
- Crafting a recommendation about short-term improvement priorities for 82<sup>nd</sup> Avenue.

The CAC will work to find the highest level of agreement possible among represented interests on plan issues with the goal of reaching consensus. Where consensus is not possible, the recommendations will capture the intent of the committee (see advisory decision making).

### Project decision making

In all collaborative processes, it is important to be clear on who is making decisions for the project and how public comments will be used. The project decision structure includes the Steering Committee, Project Management Team, Technical Advisory Committee and CAC. The project decision making structure is shown below.



### *Steering Committee*

The Steering Committee will make recommendations to ODOT on focus areas, project sets and implementation. The Steering Committee is comprised of decision-makers from entities with implementation authority.

### *Community Advisory Committee*

The CAC is comprised of representative stakeholders and community members from the project corridor. Fifteen members were selected via application, with the full membership to be broadly representative of the community. The CAC functions as an advisory body to the Steering Committee.

### *Technical Advisory Committee*

The TAC is comprised of staff of entities with project implementation authority. The TAC provides technical feedback on deliverables for the CAC and Steering Committee and serves as advisory to the PMT. The TAC functions as a liaison to Steering Committee members and other staff within their agencies.

### *Project Management Team*

The PMT includes the consultant team's project manager and ODOT. The PMT provides day-to-day oversight of the project.

## Roles and responsibilities

Members of the CAC will:

- Attend six meetings between November 2015 and August 2017. If a member cannot attend a meeting he or she may invite an alternate to attend in his or her place to represent them. Alternates may/may not participate in group discussion and decision making.
- Actively participate in the project by contributing to project meetings and reviewing materials before meetings.
- Abide by the agreed upon meeting guidelines.
- Represent the interests and perspectives of their constituencies.
- Ask questions and seek information to ensure understanding. Express concerns, issues, and perspectives clearly, honestly, and early in the process.
- Share differences of opinion on ideas – silence is considered consent.
- Help create an atmosphere in which differences can be raised, discussed, and melded into group decisions. Divergent views and opinions are expected and are to be respected.
- Talk to others in the community to give and receive information about the Implementation Plan.
- Consider input from the public, the PMT and TAC in forming recommendations.
- Attend project-related public events.

The facilitator will:

- Ensure that everyone has an opportunity to participate.
- Keep meetings moving and focused on the agenda.
- Start and end meetings on time unless the group agrees to extend the meeting time.
- Provide time for public comment and ensure that public comment is an item on each agenda.
- Maintain an ongoing list of off-agenda topics to be addressed as time permits.

## Draft protocols

### *Committee structure*

- The CAC is a 19-member committee consisting of neighborhood, business, traditionally underrepresented communities and modal interest group representatives.
- Members were selected by ODOT staff through an open recruitment process.
- If a member of the CAC cannot continue to serve on the committee, staff will work to ensure that all project viewpoints are represented. Staff may appoint a new member or may leave a vacant seat open.
- If it becomes apparent that an important viewpoint is missing from the CAC membership, the CAC, by consensus, can recommend adding an additional membership category to ODOT staff.

### *Meeting guidelines*

- As a rule, meeting materials will be distributed by e-mail one week in advance of meetings. In some cases materials may need to be distributed at the meetings.
- Discussions will be facilitated. Discussions will work toward committee consensus, but consensus is not required to move forward. (See decision making for more information)

- Meetings will begin and end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.
- Brief summaries will be prepared for each meeting. These summaries are intended to be an overview of the meeting and committee decisions.
- At the meetings, CAC members will:
  - Share the available speaking time
  - Be respectful of a range of opinions
  - Focus on successfully completing the agreed upon agenda
  - Avoid side discussions when others are speaking
  - Voice concerns and complaints at the meeting where they can be directly addressed rather than outside the meeting
  - Strive for consensus
  - Put phones on silent
- Facilitator will provide opportunities for brief public comment or announcements relating to agenda items at the end of each meeting, not to exceed 10 minutes of allotted meeting time with a maximum of 3 minutes per individual without consent of the committee. Time permitting, the facilitator may provide opportunities for public comment at other times of the meeting with the consent of the committee.

#### *CAC recommendations*

- The CAC will strive to reach consensus on recommendations. Consensus is defined as the point where all committee members agree on the best option for the group even if it is not each committee member's personal favorite.
- If consensus cannot be reached, xx% of CAC members must be in agreement for an agreement to be considered a group recommendation. Any CAC members who do not support the recommendation can <what should we do?>.
- All opinions will be part of the meeting summary and will be shared with decision makers.
- All CAC recommendations will be "frozen" (considered final) unless the committee as a whole reaches consensus that a decision needs to be revisited. If new information is available, the group may revisit its decisions.
- Committee recommendations will be shared with the Project Management Team. The Project Management Team may choose to endorse the CAC's recommendation or develop a separate recommendation. Either way, the CAC's recommendation will be presented to the Steering Committee as part of their decision making process.

#### *Communications outside meetings*

- CAC members will appoint two spokespeople to share their progress and recommendations with the Steering Committee.
- CAC members are encouraged to share the committee's progress with their respective constituencies at meetings, by e-mail or through newsletters.

- CAC members are responsible for providing Terra Lingley with information they believe other committee members should have.
- CAC members will strive to communicate outside meetings in ways that support the group process. This includes contacts with each other, with officials, with other community members and with the media.
- Terra will be responsible for distributing information to CAC members, so everyone has the same information. Relevant discussions of project issues should occur at the CAC table, for the benefit of allowing all members and the Project Management Team to be informed and participate. <Is this acceptable to all CAC members? How is the google group working?>
- If contacted by the media, CAC members will forward media requests to Terra Lingley. If members do speak to the media they do so only on their own behalf and not on behalf of the group. A brief account of discussions with the media by CAC members should be provided to Terra to improve communication and awareness.