

OREGON MODELING STEERING COMMITTEE

2013 Operating Procedures

MEMBERSHIP CRITERIA

- Oregon agencies responsible for transportation/land use modeling and that receive and administer federal transportation funds.
- Oregon metropolitan planning organizations (MPO).
- Non-Oregon MPOs who share OR transportation or air sheds.
- State agencies who share base assumptions or who use modeling results to support statewide forecasts or programs.
- Other agencies/quasi-agencies that have a significant role in transportation modeling as agreed upon by OMSC membership
- To accommodate both technical and policy interests, member agencies can appoint two representatives.

MEMBERSHIP

- The chair will receive requests for membership on the Committee, will notify new members of acceptance to the OMSC in writing, and will provide them a copy of the mission, goals and objectives, operating procedures, and current membership list.
- ODOT will maintain the Committee membership list, will maintain the list on the ODOT website, and will update the list periodically.

DELIBERATIONS

- The Committee will coordinate modeling guidelines and applications.
- The Committee will make recommendations to decision-makers on policy issues.
- The Committee works toward consensus.
- Deliberations and recommendations will be recorded in the minutes of the meeting, including differing opinions raised by Committee members.
- Changes in membership or operating procedures will be by consensus of existing membership.
- The Committee is not a mediation forum nor is it an advocate for specific policy actions. Open discussion regarding policy issues is encouraged, but no formal policy recommendation will be made on behalf of the Committee.

STRUCTURE

Meetings

- The OMSC will meet as a full Committee twice a year, in October and April, or as adjusted to meet committee requirements, on the 4th Wednesday of the month.
- A meeting to engage policy-makers may be held annually to identify long-range issues or opportunities that would benefit from modeling and analysis, or to share information. The schedule and format of this meeting will be determined by the Long-Range Strategy Subcommittee.
- Meetings will occur in Salem unless by special arrangement.
- Meetings will be a maximum of a half-day, except for special workshops or presentations.

- Meetings will be held in the afternoon to accommodate those that travel except as agreed otherwise.
- Telecommunication opportunities will be explored.
- A chair and vice-chair will be selected every two years to coordinate and facilitate the Committee activities.
 - Because of the technical mission and purpose of the Committee, the chair will have a technical background.
 - The chair will be responsible for developing and circulating meeting agendas, ensuring that minutes are taken and posted, and for overall operation and coordination of the Committee.
 - The vice-chair assumes the responsibilities of the chair when s/he is unable to perform his/her duties.

Meeting Documentation

- OMSC Agendas will be circulated at least two weeks before the meeting to solicit modifications or new items.
- If changes are significant, a final agenda will be circulated at least one week before the meeting and will include:
 - Clear description of the agenda topic
 - Agenda topic leader
 - Purpose and time allocated for each agenda item
 - Background information as appropriate to ensure full member participation
- An agenda item for the 1st meeting of the year will be to set priorities for the year, to guide the activities of the Committee and provide information for agency budget preparation.
- Minutes will be kept for each meeting of the Committee and will include key items discussed, decisions/recommendations/action items, and who to contact for further information.
- OMSC Minutes will be circulated to all members and will be posted on the ODOT website.

Subcommittees

- A Long-Range Strategy Subcommittee, composed of OMSC chair, vice-chair, standing subcommittee chairs, and Metro, ODOT and a small MPO representative, will meet prior to the regular OMSC meetings to review the agenda, recommend policy or procedural items to the full OMSC, provide guidance to OMSC deliberations, and to communicate clearly OMSC member roles and responsibilities.
- As Hoc Subcommittees will be established as needed to address specific projects or programs. They will be disbanded when their work is complete.
- The purpose, authority, anticipated product, and membership of each subcommittee will be clearly defined.
- The subcommittee chair will be an OMSC member, appointed to coordinate the subcommittee and to interface with the full Committee.
- Non-members as well as Committee members can serve on a subcommittee.
- Unless specifically requested or required, minutes of subcommittees will be for subcommittee members and interested parties only and will not be posted on the ODOT website.

COMMITTEE MEMBER RESPONSIBILITIES

- MPOs are responsible for sharing information and assistance to cities and counties within their jurisdiction and for bringing their issues to the full Committee.
- ODOT OMSC members will represent areas of the state not represented by an MPO.
- Committee members will focus at a high, conceptual level and will set aside detailed technical discussions for subcommittees or the Users Group.
- Members will make an effort to engage other members, i.e., acronyms will be kept to a minimum and discussions will stay to the agenda topic.
- Members will be encouraged to challenge ideas in a positive and constructive manner.
- Members will all be responsible for managing the agenda and time to ensure meaningful and productive meetings.

Updated 10/30/2013