

Transportation Planning Rulemaking – 2026 Rulemaking Advisory Committee (RAC) Operating Principles and Guidelines



For the rulemaking process to operate effectively, it is helpful to agree at the outset on the purpose of the effort and the roles, norms, and procedures the RAC will use to manage its work.

Committee Charge – Desired Outcomes

The full [Committee Charge](#) is a separate document. The Land Conservation and Development Commission (LCDC or commission) charges the Department of Land Conservation and Development (DLCD or department) with recommending amendments to rules that will advance these outcomes:

1. Consider repeal of OAR 660-012-0210
2. Amend a rule about progress reports
3. Consider repeal of OAR 660-044-0060
4. Correct small typos, inconsistencies, and errors

Overview of Rulemaking Advisory Committee Role

Oregon's Land Conservation and Development Commission has asked members of a Rulemaking Advisory Committee to provide feedback to staff in amending rules as described in the Committee Charge.

The role of the RAC is to:

- Be advisory to staff;
- Provide policy feedback and guidance (is not intended to seek consensus);
- Recommend policies, language, and direction to staff;
- Be considered “volunteers” by the state and will receive an overview accordingly;
- Be supported by DLCD staff and/or project consultant teams; and
- Comply with open meeting, public record, and ethics laws.

Transportation Planning Rulemaking – 2026

Rulemaking Advisory Committee

Operating Principles and Guidelines

I. Meeting Principles and Suggested Guidelines

A. Good Faith

All members agree to act in good faith in all aspects of the Rulemaking Advisory Committee process. As such, members will consider the viewpoints of other participants and conduct themselves in a respectful manner that promotes respect and collaboration.

Acting in good faith also requires:

- Specific proposals made in open and frank problem-solving conversation not be used against any other member in the future
- Personal attacks and prejudiced statements are not acceptable
- Individuals do not represent their personal or organization's views as views of the advisory committee or department
- Individuals express consistent views and opinions in the advisory committee meetings and in other forums, including contacts with the press (see Section V(B))
- Members bring their lived and professional experience to expand committee members and staff's shared understanding of the rulemaking topic, and
- Individuals with process concerns will raise them in the committee or with staff directly.

B. Process Suggestions / Ground Rules

Members agree to apply the following ground rules:

- Honor the agenda and strive to stay on topic
- Speak one at a time – use raise hand to signal you'd like to speak
- Allow for a balance of speaking time – respect time limits
- Bring concerns and ideas up for discussion at the earliest point in the process
- Keep concerns at the rulemaking advisory table in advance of public comment periods
- Address issues and questions, not people or organizations
- Seek to learn and understand each other's perspective
- Encourage respectful, candid, and constructive discussions

- Seek to resolve differences and find common ground
- Avoid personal attacks
- Listen with respect and to learn
- Avoid side conversations
- Turn off cell phones or put them in the non-ring mode during formal meeting sessions
- Share preferred personal pronouns as part of name identifier in video calls as one is comfortable doing so, and
- As appropriate, discuss topics together rather than in isolation.

C. Attendance and Alternates

Members are expected to make a good faith effort to attend all meetings until a final recommendation is made to staff. The proposed schedule anticipates RAC meetings on July 17, 2026, in late August, and in late October. It is important to have the members attend every meeting to make progress. However, members may name an alternate to attend in their stead as needed. Alternates are expected to meet the participation and engagement guidelines explained in this document. Alternates also are expected to come up to date with where the committee is in the process.

D. Summaries

DLCD staff will prepare draft and final meeting summaries. Staff ask RAC members to communicate any corrections within one week of receiving the draft summary. All final summaries will be posted on the [DLCD rulemaking web page](#).

E. Consultation and Community Participation

When DLCD publishes the rules in draft for public comment, LCDC will accept written and verbal comments at their October 22-23, 2026 meeting. LCDC will continue to accept comments up to the close of the comment period in November.

All comments received from during the comment period become public records and will be posted to the rulemaking page on DLCD's website. Additionally, all comments become discoverable in a public records request.

II. Decision-Making Process

The RAC is charged with considering a limited set of amendments to the Transportation Planning Rules (OAR chapter 660, division 12) and the Metropolitan Greenhouse Gas Target Rules (OAR chapter 660, division 44) to better implement the Climate Friendly and Equitable Communities program.

This body is advisory to DLCD staff. Members will work with staff to present a set of recommendations for consideration throughout the rule adoption process. Though this advisory committee is not a voting body, DLCD's goal in convening this set of diverse and experienced committee members is to receive individual and group guidance for staff on implementable rules. Staff will note and consider the full range of points of view. Staff will work to develop a set of rules reflecting the guidance from members of the RAC. Committee members are welcome to express their concerns in writing. The department will include all communications of this nature addressed to the commission with final recommended drafts for commission review.

III. Organizational Structure and Participation

A. Membership Agreements

All Rulemaking Advisory Committee members agree to the following:

- Attend meetings, review materials in advance and actively participate in good faith while respecting time constraints, including the need to hear from a diverse set of perspectives on the advisory committee
- Reporting out to and engaging their community groups
- Support the final decision, or communicate concerns in writing so these concerns may be shared with the commission
- Follow through on promises and commitments
- Share all relevant information that will assist the committee in achieving its goals
- Make a good faith effort to notify staff in advance of actions outside the RAC which could affect the proposals, recommendations, or agreements being discussed
- Refer media inquiries about this process to DLCD staff. If a member does speak to the media, RAC members should clearly identify that their views are their own, and not those of the RAC or DLCD
- Approach the discussions with curiosity and a willingness to hear others' views to support joint problem solving
- Bring up issues and concerns for discussion at the earliest point in the process
- Review and comment on draft and revised rules, impact statements, and other associated strategies and documents within the timeframe requested
- Members will send information they want distributed to the RAC to DLCD staff rather than directly emailing the other RAC members. This helps the RAC to keep from inadvertently triggering the public meetings law

B. Facilitator

The Rulemaking Advisory Committee meetings will be facilitated by DLCD staff. Staff will ensure members' voices have time to express their view and will help members have meaningful and productive conversations. The role of the facilitator is to:

- Support RAC members in providing sharing their views and help ensure a balanced process
- Ensure a balance of speaking time.
- Ensure members adhere to the operating principles
- Identify/communicate common themes, areas of disagreement, and decision points
- Summarize and relay RAC member comments, questions, themes, and decision points to LCDC

C. DLCD Staff

The advisory committee will have assistance from department staff who will support and attend all meetings. Select DLCD staff may sit at the table and advise as needed in the Rulemaking Advisory Committee meetings. Legal questions will be handled by DLCD staff with LCDC's legal counsel as needed.

D. Withdrawal

Any member may withdraw from the advisory committee at any time. The department appreciates communication about the reasons for withdrawing, if related to the process. Good faith provisions (see Section I(A)) remain applicable to those who withdraw.

IV. Meetings and Additional Community Engagement

DLCD expects advisory committee members to express a wide range of perspectives.

RAC meetings are public meetings under Oregon's open meetings laws. DLCD staff will develop meeting agendas. Agendas will be posted on DLCD's website at least one week before the meeting. Community members may sign up for notice at the department's [rulemaking web page](#).

V. Additional Guidelines

A. Rights in Other Forums

Participation in a Rulemaking Advisory Committee process does not limit the rights of any member. Members will make a good faith effort to notify one another in advance if

another action outside the process will be initiated or pursued, which could affect the proposals, recommendations, or agreements being discussed.

B. Press/Other Public Forums

Advisory committee members agree to refrain from making negative comments about or characterizing the views of the other advisory committee members in contacts with the press. They also agree not to knowingly mischaracterize the positions and views of any other party, nor their own, in public forums. If contacted by the media, please refer the media to Bill Holmstrom at DLCD. Members shall make clear, when talking to the media, that the views they are expressing are their own, not of the committee.

VI. Schedule

Given the timeline for LCDC to make decisions on the proposed rules, final guidance from the advisory committee should be reached by the second RAC meeting in August. Please see the [rulemaking web page](#) for RAC meeting schedules.

VII. Staff Information

Bill Holmstrom, Land Use and Transportation Planner and Point of Contact for Rulemaking

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Please note: email correspondence should be sent to Casaria.Taylor@dlcd.oregon.gov who will then distribute to staff or advisory committee members as needed.