



Motor Carrier Transportation Advisory Committee Meeting Guidelines

Meeting Notices

Written Notices for an upcoming meeting will be posted on the [Motor Carrier Transportation Advisory Committee](#) web page at least seven calendar days before a meeting.

- Notices must include time, place, agenda and name of person and telephone number (including TTY number) at MCTD to contact to make a request for an accommodation.
- Presentations not on the agenda cannot be added. This is to ensure there is adequate time to review materials.

Agenda Requests

Please email the following information to [Andrea Comer](#) to have your proposed MCTAC item(s) added to the agenda.

- **Item Name:** What is the name of the agenda item?
- **Purpose:** Why are we bringing this to MCTAC, and what are we asking of them?
- **Time:** How much time is needed for this agenda item?
- **Type:** Is it informational or a discussion item?
- **Month:** Does this need to be included:
 - In a particular month?
 - During a particular multi-month period?
 - Anytime we have available time on the agenda?
- **Presenter:** Who will present the information?
- **Materials Contact:** Who will be developing and submitting the materials?
- **PowerPoint/Handout:** Will you have a PowerPoint and/or handouts?

Meeting Materials

Meeting materials posted on ODOT's web pages must meet accessibility standards.

- Follow [Oregon Web Guidelines Section III](#) for making PDF documents accessible.
- Additional [Guides for Creating Accessible Documents](#) are available for Word, PowerPoint, Acrobat PDF and Excel.

Email all Meeting Materials

At least **two weeks prior** to the MCTAC meeting, send all presentations, handout materials, technical materials and/or supporting documentation to [Andrea Comer](#).

- If the materials deadline is not met, the item will move to the next month's agenda.
- MCTAC will post supporting documents on its website at least one week prior to a meeting. The supporting documents will be available at the meeting location.
- Presentations should be easy to follow, tell a story and have visual aids to help describe the information.

Minutes

Minutes of each meeting will be posted on the [Motor Carrier Transportation Advisory Committee](#) web page within a week of the meeting. Minutes must include at least:

- Members present.
- All proposals, resolutions, decision's and any issues or concerns discussed.
- A list of all action items for resolution with due dates and identified lead.
- Substance of all discussions.
- Reference to all documents discussed.

Meeting Protocol

- Presenters should ensure they have the appropriate personal at the table or available to call to answer questions if needed.
- Participants should notify MCTAC at least two days in advance if unable to attend or if only able to attend by phone.
- To avoid disruptions MCTAC will ensure participants on the phone have the appropriate documents prior to meeting.

Contact [Andrea Comer](#) for questions or comments.