



## Statewide Mobility Program

### Mobility Meeting Guidelines

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#### DETERMINING IF AN IN-PERSON PRESENTATION IS REQUIRED:

- Not all projects are presented in-person at a Mobility Advisory Committee (MAC) meeting. Contact the [Mobility Services Team](#) for help in determining if you need to schedule your project for an upcoming meeting or if it can be shared via email.
  - Examples that require input from the MAC in-person during a meeting include (but are not limited to):
    - [ORS 366.215](#) Stakeholder Forum presentations.
    - Proposed intersection improvement options (such as roundabouts subject to [Highway Directive DES-02](#)).
    - Permanent Weight Restrictions, per to [ODOT Policy PMT-06-01](#).
  - Examples where information can be shared with the MAC via email\* include (but are not limited to):
    - STIP projects with mobility impacts that require sign-off on the Mobility Considerations Checklist.
    - Maintenance projects with mobility impacts.
    - Proposed plans and design options.
- \*Note: If requesting to share a complex project with multiple stages/phases via email, MAC members might eventually request to discuss the project in-person anyway, if significant questions and concerns arise during the email exchange.*
- In some circumstances, it is up to the project team to determine if an in-person presentation is appropriate. For example:
    - If there is insufficient time for the Mobility Team to review and share a project via email, a MAC meeting review may be requested instead.
    - Project teams might request to seek early MAC input on staging design options during project development before submitting a final Mobility Considerations Checklist.

#### MEETING AGENDA/NOTIFICATIONS:

- Notification of upcoming meetings are posted on the [Mobility Meeting Records website](#) at least seven calendar days before a meeting.
- Projects not 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.
- Requests to add agenda topics and submit meeting materials must be made through the online [Agenda Request/Meeting Materials Form](#) on the internal [Mobility SharePoint site](#) at least **three weeks prior** to the meeting. (External consultants

should provide their agenda requests and documents to the appropriate Region Mobility Liaison, who can submit your agenda item on your behalf). Region Mobility Liaison contact information can be found on the [Statewide Mobility Program website](#).

### PRESENTATION TEMPLATES & DOCUMENTATION:

- Two meeting templates are provided on the [Statewide Mobility Program website](#) and internal [Mobility SharePoint site](#), and both are required to be used for presentations. [Instructions are available](#) for using these required templates.
- The [General Mobility Project PowerPoint Presentation Template](#) must be used for presenting work zone safety impacts and temporary 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 reduction in vehicle-carrying capacity impacts.
- More templates are being developed for other types of presentations. Contact the [Mobility Services Team](#) for help if you have unique presentation needs (such as combining ORS 366.215 impacts with proposed intersection improvements, etc.).
- 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 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 is to ensure there is adequate time to review, provide feedback and edit the documents.
- The Mobility Team will post supporting documents on its website at least **one week prior** to a meeting, and 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 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 than 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/>.

### MINUTES:

- The Mobility Services Team is responsible for taking minutes and posting them to the [Mobility Meeting Records website](#).
- The Mobility Services Team will send any follow up action items to the meeting attendees within two business days following a meeting.

## Mobility Meeting Guidelines, cont'd

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- Draft minutes will be shared with all attendee's within 10 business days following a meeting.
- Meeting attendee's will have five business days to review the minutes and provide feedback and suggested edits. The Mobility Services Team will make edits as appropriate. If there is disagreement about content, the Mobility Services Team will review the recorded transcripts for resolution.
- Final minutes will be published on the [Mobility Meeting Records website](#) within five to seven business days from the review period deadline.

### PROTOCOL:

- 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 (in person or via web conference) to get a sense of the flow of discussion and questions asked by stakeholders.
- Presenters should ensure they have appropriate personnel at the table (or on the phone) to answer questions.
- Participants should notify the [Mobility Services Team](#) at least two days in advance if unable to attend, or if only able to attend by phone.
- To avoid disruptions, the Mobility Services Team will ensure participants on the phone have the appropriate documents prior to meeting.