



TV Highway Corridor Plan Citizen Advisory Committee

Roles, Responsibilities and Meeting Guidelines

Purpose of Committee

The Citizen Advisory Committee (CAC) has been approved by the project's Policy Group. The CAC will collaborate with staff to develop recommendations to the Project Management Team (PMT) and the Policy Group regarding the TV Highway Corridor Plan (TVCP).

Responsibilities

Members of the CAC will:

- Attend four meetings between October 2011 and April 2012. Attendance by approved alternates is allowed if a member cannot attend a meeting.
- Confirm attendance prior to the meeting.
- Communicate the needs of the project Study Area.
- Review reports and materials produced by ODOT and its consultants.
- Make recommendations to staff and the Policy Group.
- Identify ways to actively involve community members.
- Volunteer to participate in outreach efforts and attend events.
- Strive to keep the people they represent informed about the process and seek their feedback on study materials.
- Provide feedback about the process to the facilitator or Project Management Team (PMT) so improvements can be made quickly.

Agency staff will:

- Provide CAC recommendations and comments to the PMT, Technical Advisory Committee (TAC) and the Policy Group and bring information from those groups to the CAC.
- Consider all community feedback (including CAC and TAC recommendations) when making project recommendations to the PMT and Policy Group.

The facilitator will:

- Summarize CAC discussions.
- 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.
- Keep a running list of Action Items from each meeting.
- Uphold CAC meeting guidelines.

Committee structure

- If a member of the CAC can no longer serve, then the Project Management Team will determine whether to replace the member, and may work with the member to identify a potential replacement for consideration.

Committee Meeting Guidelines

Meeting guidelines

- Meeting materials will be distributed to CAC members by e-mail, generally two weeks in advance of meetings, or mail by request (time permitting).
- Members of the public can receive meeting materials as well by making a request to the meeting facilitator Stacy Thomas at: stacy@jla.us.com or 503-235-5881.
- Materials will be posted to the project website.
- A set of printed materials will be provided to each CAC member at the meeting.
- If other accommodations are required for CAC members or the public to participate in meetings fully, please make those requests to staff (contact information below).
- Meeting materials will be translated into Spanish, as needed.
- Facilitator will provide opportunities for brief public comment or announcements relating to agenda items at the beginning and/or end of each meeting, not to exceed 15 minutes of allotted meeting time total with a maximum of three 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.
- Comment on non-agenda items should be provided in writing. Community members are encouraged to provide comments to the meeting facilitator Stacy Thomas at stacy@jla.us.com or 503-235-5881, at least three days before meetings to allow CAC members time to review and reflect on comments.

Participation Guidelines

- Participate in the spirit of negotiation and open communication.
 - Agree to be here to participate, to share information about related topics, listen to others and be open to different ideas.
 - Stay on agenda.
- Participate without dominating.
 - Treat each other with dignity and respect.
 - Listen until speaker finishes; allow others to share their thoughts.
 - Derogatory language or attacks on other people's values or culture are not permitted.
- Keep things transparent.
 - Bring information to the table that is relevant to the conversation; the group can't address issues that aren't raised during meetings.
 - Silence could be construed as acceptance. CAC members agree to fully participate in decision-making by sharing feedback and opinions with the facilitator and each other at meetings and between meetings.
 - Share information with the group about simultaneous processes and other things you are working on.
- Be present.
 - Silence cell phones during meetings and do not text.

Decision-making

- Discussions will allow for the development of a consensus, but a consensus is not required to move forward. Consensus is defined as the point where committee members agree on the best option for the group even if it is not what an individual committee member would choose for themselves.
- If consensus cannot be reached, 2/3 of CAC members must reach consensus for a recommendation to be considered a CAC recommendation. If that threshold cannot be reached, the PMT will consider all comments and make an informed decision in order to keep the project moving forward. The group does not require a quorum to develop a group recommendation.
- All opinions will be part of the meeting record.
- If a member cannot attend a meeting, their pre-determined alternate may make a decision in their place. Alternates are approved by the PMT.

Communications between meetings

- CAC members will not provide comments on behalf of the group without being directed to do so by full agreement of the CAC.
- Direct media inquires about group operations or decisions to Don Hamilton, ODOT Public Information Officer at 503-731-8265, or Don.Hamilton@odot.state.or.us.
- CAC members are encouraged to communicate with each other and with staff between meetings.
- Direct communications to: Susan Hanson, ODOT Community Affairs at 503-731-3490 or Susan.C.Hanson@odot.state.or.us