



## Charter for Clackamas County Transportation System Plan Update Public Advisory Committee

December 2011

### **Public Advisory Committee (PAC) Charge**

The Public Advisory Committee is an important body appointed by the Board of County Commissioners (BCC) to advise project staff on community concerns and issues associated with the Transportation System in Clackamas County. Members also will help develop the range of transportation solutions and recommend a final set of strategies. Their specific charge and scope is to work to:

- Provide a broad and diverse set of perspectives to ensure Transportation System Plan (TSP) outcomes reflect diverse needs.
- Ensure the plan implements the vision and goals.
- Advise on and help implement public involvement objectives.
- Ensure planning among the County's diverse geographic areas is coordinated and comprehensive.
- Assist in plan development to ensure the plan provides integrated transportation planning among jurisdictions in the County through coordinated transportation system plans, comprehensive plans and other transportation policy directions.
- Inform and engage their constituencies, communities and civic organizations.

### **I. PAC Roles and Responsibilities**

#### Representatives

PAC members are expected to attend PAC meetings and provide thoughtful and creative recommendations on the transportation planning process and draft plan. In addition, members commit to:

- Make recommendations that assist Clackamas County in meeting local, regional, state and federal requirements.
- Act as the liaison between groups or constituencies they represent and the PAC. PAC members shall engage their constituencies in the update of the plan by encouraging them to participate in public events, read background materials, attend hearings and

other events, and submit public comment. Help make presentations to those groups about the project, when possible and appropriate.

- Help engage the broader Clackamas County community in their review and comment on recommended plan products, with special attention given to underrepresented categories of County citizens including children, young adults, working parents, and the elderly.
- Consider the background materials to inform discussion and recommendations.
- Provide written feedback as needed within project schedules.
- Make recommendations that reflect the values of the community as a whole.
- Listen carefully, educate themselves, and ask questions so that they may make informed choices.
- Help serve as hosts at public events, encourage other community members to attend and help present information or facilitate discussions, where appropriate.
- Review and comment on work products in a timely manner. Come to meetings prepared to make recommendations to staff, and other bodies at key junctures throughout the process, including at adoption of the final Plan.
- Understand that the County has a limited budget and specific timeline within which to complete the plan. Decisions will need to be made at times with limited information, therefore it is important to remain on schedule and within the scope of work.
- Attend and participate in the meetings of the PAC. Any member who misses two consecutive meetings, without an excused absence may be removed from the committee. Excused absences may include illnesses or other absences excused by the PAC chair. If a vacancy exists on the committee, the BCC shall appoint a replacement.

#### Chair and Vice-Chair

The PAC may choose a chair and a vice-chair from among the PAC representatives. The chair would work with County staff to respond to requests for media contact and would work with the facilitator, County and consultant team staff to:

- Review and discuss agendas for the PAC meetings.
- Open and close PAC meetings.
- In coordination with the facilitator, ensure constructive participation of representatives in discussions and decision-making.
- Help ensure that the conduct of representatives and the public conforms to the expectations for the decision-making process and behavior defined herein.
- Assist in responding to individual representative concerns and issues raised outside of meetings if needed.
- Represent the committee to the BCC or other bodies.

The vice-chair would assume the responsibilities of the chair if the chair is unavailable.

### Facilitator

Meetings will be led by a neutral, professional facilitator. In coordination with the chair and project staff, the facilitator will encourage full and safe participation by representatives in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the expectations for the decision-making process and behavior defined herein. The facilitator will review meeting summaries reflecting key issues, agreements and other aspects of the meeting.

### County and Consultant Team Staff

County and consultant team staff will attend all meetings of the PAC, assist in developing the meeting agendas with the facilitator and chair, provide technical and staff support including meeting summaries, provide guidance on the timeline for the TSP recommendations, and provide additional information to the PAC to facilitate discussion. Staff will develop meeting materials which will be emailed to the members one week prior to the meeting. County and consultant team staff will also help ensure PAC members adhere to the charter.

## **II. Decision-Making Process**

A majority of the members shall constitute a quorum for the conduct of PAC business. The PAC will endeavor to reach consensus on decisions regarding recommendations for the TSP preferred alternative. A consensus process will enable members to discuss issues and to arrive at a decision.

Consensus is a participatory process whereby, on matters of substance, the representatives strive for agreements that they can accept, support, live with, or agree not to oppose. Consensus means that no representatives voiced objection to the position and they agree not to oppose the position.

Expectations for the decision-making process include:

- Most decisions will be made by consensus. In this context, consensus will be understood to mean that even though a person may not agree with something, they can live with it. If consensus can't be reached, then both majority and minority positions will be noted for the record.
- If representatives are silent, it means that they agree or can live with it.
- Decisions on PAC recommendations will be made by consensus of all present participating members.

## **III. Open Meetings and Process**

All meetings of the PAC will be open to the public. The PAC, with the assistance of the chair and facilitator, will determine the means of participation of the public and observers attending meetings, taking into consideration the length of the agenda and the opportunity for PAC members to consider and discuss the issues. Ten minutes of public comment time

will be indicated on the agenda. Written comments always are welcome and will be provided to PAC members.

Regular meetings of the committee are not public hearings. All meetings will be open to the public and subject to Oregon public meetings and records laws.

#### **IV. Ground Rules for Meeting Conduct**

All participants agree to act in good faith in all aspects of these discussions. This includes being honest and refraining from undertaking any actions that will undermine or threaten this process. This includes behavior outside of meetings.

Expectations for meeting conduct include:

- All meetings will start and end on time.
- Each meeting will begin with an opportunity to review and revise the agenda. After that, members will work to hold to the agreed upon agenda.
- When an important idea is brought to the group that is off-topic, the committee may chose to put the subject in a list for future discussion.
- All PAC members will help keep the discussion on track by helping stick to agenda times and topics.
- One person speaks at a time.
- Treat each other with mutual respect.
- Ask questions.

#### **V. Communication**

If contacted by the media, PAC members agree to refer contacts for project information to Ellen Rogalin, 503-742-4274, [EllenRog@co.clackamas.or.us](mailto:EllenRog@co.clackamas.or.us). If interviewed, members agree to clearly represent their own opinion when communicating with the media and to not represent the opinions of the project or PAC.

Email communication can be considered three types: questions on project information; comments or questions on the material; and information sharing related. The first two types can be sent directly to Alisha Dishaw, [alisha.dishaw@coganowens.com](mailto:alisha.dishaw@coganowens.com), who will be the point of contact for all email questions or comments, or to the group. Alisha will forward the question / comment to the appropriate team member for review and response. She also will maintain a contact log that will be distributed to PAC members in advance of PAC meetings. Information sharing can be sent to the group, but should pertain to the project and not include personal opinion beyond the scope of the project.

#### **VI. Quorums and Decisions**

A majority of the members shall constitute a quorum for the conduct of PAC business. Members shall strive for consensus. If it is clear consensus cannot be reached, then a two-

thirds majority of those present will be required for an outcome to be represented as a committee recommendation. Other views will also be recorded in the meeting summaries and forwarded to decision makers.

If a two-thirds majority cannot be reached, then there will be no group recommendation from the committee and all perspectives will be forwarded for consideration.

## **VII. Timeframe**

The timeframe for the plan update is 18 months, with six meetings of the PAC. A final plan is expected to be adopted in 2013. The PAC shall remain active until the plan is adopted.