

Regional High Capacity Transit System Plan Sub-Committee Protocols

ADOPTED 7/30/08

For any collaborative process to proceed smoothly it is helpful for those involved to agree at the outset on the purpose of the committee and on the procedures and principles by which the group understands it will conduct its interactions and decision making. This document will serve as a basis for discussion.

1. Purpose of Chartering Protocols

The purpose of this document is to describe the Sub-committee's expectations, outline roles and responsibilities, and establish communication and decision-making procedures.

2. Participation

The Sub-committee consists of members of the Transportation Policy Advisory Committee (TPAC) and the Metropolitan Technical Advisory Committee (MTAC) or their designees. Members include:

Kenny Asher, City of Milwaukie
Andy Back, Washington County
Ron Bunch, City of Tigard
Lynda David, RTC
Denny Egner, City of Lake Oswego
Elissa Gertler, Clackamas County
Jonathan Harker, City of Gresham
Jon R Holan, City of Forest Grove
Andrew Johnson, ODOT
Nancy Kraushaar, City of Oregon City
Alan Lehto, TriMet
Jen Massa, SMART
Mike McCarthy, City of Tigard
Jan McFarland, Multnomah County
Margaret Middleton, City of Beaverton/Cities of Washington County
Dave Nordberg, DEQ
Dale Robins, RTC
Sandhu Satvinder, FHWA
Paul Smith, PDOT
Ron Weinman, Clackamas County

Rian Windsheimer, ODOT
Joe Zehnder, Planning - City of Portland
Cindy Thompson, SMART

3. Sub-Committee Goals

The HCT Sub Committee will be:

- Efficient and pragmatic
- Supported by excellent staff work where issues are resolved and work is completed as promised
- Inclusive of all viewpoints and respectful of minority perspectives

Goals

A successful HCT plan will be:

- A plan that reflects input from citizens and jurisdictions in all areas of the region and is the result of an transparent, inclusive, engaging public and agency involvement process.
- A plan with a set of consensus-based recommendations that can be clearly explained and supported by every member of the committee.
- A plan that identifies the most important regional transit priorities not parochial interests.
- A plan the “thinks outside the box” by considering the relationship of transportation and land use and integrates environmental and community context.
- A plan that is integrated with local planning efforts and is sensitive to the schedules of local planning processes (e.g. Forest Grove periodic review schedule and City of Portland planning work)

4. Sub-Committee Milestones

The Sub-Committee will work together to achieve the following milestones:

- Agreement about which corridors will be evaluated (October)
- Agreement on an evaluation framework (September)
- Agreement on a prioritized set of corridors to include in the Regional Transportation Plan (April 2009)

5. Decision-making and Dispute Resolution Processes

Decision making by Sub-committee

- The Sub-committee’s decisions will consider input from the public, the Think Tank and other stakeholders.
- The Sub-committee members will proactively inform and seek guidance from the decision-makers (JPACT or MPAC member) they represent in order to ensure that the final decisions of the Sub-committee are acceptable to JPACT, MPACT and the Metro Council) that must adopt or act upon those decisions.
- Sub-committee decisions will be made by consensus – consensus means all members can live with it.
- If consensus cannot be achieved 12 members (total – not just in attendance) must support a recommendation for it to be considered a group recommendation.
- The group collectively will decide when they have reached an impasse and need to make a group recommendation without consensus.
- Minority viewpoints will be summarized and reported with all group recommendations.

- Sub-committee members understand and acknowledge that the individual organizations they represent retain whatever final decision-making authority is provided under law with respect to this project.
- The Sub-committee will make decisions in a timely manner that allows the project to move forward.

Dispute resolution

If consensus cannot readily be reached:

- Sub-committee members will attempt to resolve the conflict off-line by revisiting the technical work.
- If the Sub-committee members cannot reach agreement, the issue will be advanced to the full TPAC and MTAC committees for their consideration.

6. Operational Protocols

Meetings

- The Sub-committee will meet 6 times during the development of the HCT plan.
- Meetings will be facilitated by Kristin Hull. Kristin's job is to keep the group moving forward and on topic.

Communications during meetings

- Meeting materials will be distributed by e-mail, generally one week in advance of meetings.
- If an organization has more than one member, they will speak with one voice during discussions about group recommendations. Each organization only gets one "vote" in group decision making.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.
- Meeting summaries will be prepared and distributed with other meeting materials.
- At the meetings, Sub-committee members will:
 - Make an effort to attend all meetings. Alternates can attend in a member's place and participate in group decision making.
 - Express concerns, issues and perspectives clearly, honestly and early in the process.
 - Represent the viewpoints of their jurisdictions and the committees they represent.
 - Listen with the intent of understanding.
 - Expect and respect differences of opinion, but seek common ground.
- The Sub-committee will allow up to ten minutes split between the beginning and end of their meetings for public comment. Individuals will be asked to limit their comments to three minutes. People can also submit comments in writing.
- Time for member communications will be reserved on each agenda.

Communication outside of meetings

- Sub-committee members are encouraged to share the committee's progress with their respective constituencies at meetings, by e-mail or through newsletters.
- Sub-committee members are responsible for providing Kristin Hull with information that other committee members need to hear.

- Metro will be responsible for distributing information to Sub-committee members, so everyone has the same information. Relevant discussions of project issues should occur at the Sub-committee table, for the benefit of allowing all members of the team to be informed and participate.
- Agendas will be prepared for all meetings. Sub-committee members can suggest agenda items by contacting Kristin Hull.
- Sub-committee members will notify Karen Withrow about any news media inquiries and refer requests for official statements or viewpoints to Karen. Sub-committee members will speak only on their jurisdiction's behalf and not on behalf of the group about this project.
- Speak about the project to the media and stakeholders in ways that are supportive of the group process.
- Disputes or disagreements will be resolved at meetings. Members will not lobby their elected officials to try to affect decision making.



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