



## **Corvallis Transportation System Plan Steering Committee**

### **Roles, Responsibilities and Meeting Guidelines (DRAFT)**

#### **Purpose of Committee**

The Steering Committee (SC) was formed to provide a community perspective to the process of updating the Corvallis Transportation System Plan and developing the Transit Development Plan. The committee was appointed by the City Council. The SC will develop recommendations to the Project Management Team (PMT) and the City Council.

#### **Responsibilities**

Members of the SC will:

- Attend approximately 6 meetings between January 2015 and spring 2017.
- Confirm attendance prior to the meeting.
- Review reports and materials produced by the PMT.
- Make recommendations to the PMT and City Council.
- 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 reports and materials.
- Provide feedback about the process to the facilitator or the PMT so improvements can be made quickly.

Project team will:

- Provide and distribute agendas in advance.
- Provide discussion materials in advance so that the committee has time to review the information.
- Produce SC meeting summaries.
- Consider all community feedback when making project recommendations.
- Provide explanations when SC suggestions are not pursued.
- Keep a running list of Action Items from each meeting.

The Chairperson will:

- 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.
- Uphold SC meeting guidelines.

### **Committee structure**

- If a member of the SC can no longer serve, then City staff will identify a potential replacement for the Mayor's consideration and approval by the City Council.

### **Between committee meetings SC Members will:**

- Actively seek to keep our constituents and neighbors informed by sharing project information with them.
- Communicate with each other and with the PMT through Robyn Bassett at [robyn.bassett@corvallisoregon.gov](mailto:robyn.bassett@corvallisoregon.gov) or (541)754-1780.
- Not provide comments on behalf of the group without being directed to do so by full agreement of the SC.
- Not represent our personal views as views of the SC when engaged in other forums where the same issues are under discussion, including contacts with the press or representatives of the Legislature.
- Direct communications and media inquiries about group operations or decisions to Robyn Bassett at [robyn.bassett@corvallisoregon.gov](mailto:robyn.bassett@corvallisoregon.gov) or (541)754-1780.
- Not undermine the work of the group by initiating contact with the media or officials to advance our opinions or to counter our fellow members' opinions.

### **Accessibility of the Public**

- While the primary purpose of the committee meetings is to provide a forum for the deliberation of the committee, meetings will be open to the public for observation.
- As needed, up to a total of ten minutes during each meeting will be reserved for public comment. This amount may be extended by the Chairperson, in consultation with the committee, if needed and if time allows. The length of individual comments should be limited based on the number of individuals who wish to address the committee, but should be no more than three minutes.
- Community members are encouraged to provide more thorough comments or comments on non-agenda items in writing to Robyn Bassett at [robyn.bassett@corvallisoregon.gov](mailto:robyn.bassett@corvallisoregon.gov) or (541)754-1780, at least three days before meetings to allow SC members time to review and reflect on them.

### **Decision-making**

When providing group feedback to the PMT:

- All opinions and ideas will be gathered and considered.
- The committee may choose to make group recommendations although are not required to do so. We will work toward consensus, which is the point at which all members can support the recommendation as the most viable for the group as a whole, although it may not be an individual's personal favorite.
- If consensus cannot be reached, 2/3 of SC members present must reach consensus for a recommendation to be considered a SC 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 summary.
- We will respect group decisions as final unless the committee as a whole reaches consensus that a decision needs to be revisited.

### **Meeting and Participant Ground Rules**

- Provide a balance of speaking time. Share the air - let others speak once before speaking twice.
- Seek to learn and understand each other's perspective.
- Encourage respectful, candid and constructive discussions.
- Seek to resolve differences and reach consensus.
- Be present – silence cell phones and strive not to text.
- 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. SC members agree to fully participate 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.