

# **Willamette Technical Advisory Committee Charter**

## **(Goals and Working Agreements)**

**June 2006**

### **Purpose of the Willamette Technical Advisory Committee:**

The purpose the Willamette Technical Advisory Committee is to act as a forum where City staff can share information about the progress of projects along the Willamette River whose geographic scope or impacts overlap with other government agencies working in the same area. By building a foundation of understanding about the parallel efforts, WTAC members will help draw connections between the projects and with their own work. This coordination will lead to greater efficiencies and connections in project planning and implementation between the various local, state and federal agencies represented on the committee.

### **Advisory Committee Membership**

- ◆ Advisory Committee members will be selected by the Advisory Committee Chairs and Staff based on the following criteria:
  - Interest in and knowledge of issues to be discussed by the group.
  - Ability to consider multiple perspectives and the larger context of river planning.
  - Availability.
- ◆ The Advisory Committee will be convened until the River Plan North Reach is adopted by City Council.
- ◆ Member terms run for the duration of the timeline outlined in the Advisory Committee charter.
- ◆ Alternate members will be named and recognized in the event the original member is unable to attend.
- ◆ Should a member fail to participate in meetings or resign from the Advisory Committee prior to the completion of the task/timeline, a replacement member will be appointed by the Advisory Committee Chairs and staff.

### **Role of the Advisory Committee Members**

1. Review and comment on issues.
3. Perform field visits as necessary. Attend meetings.
4. Provide staff with an assessment of the strengths and weaknesses of the various alternative solutions.
5. Review the draft River Plan North Reach when it is finished.
6. Inform agencies of the Advisory Committee's work and relay any comments back.

### **Role of the Chairs**

1. The Chairs will run the Advisory Committee meetings.
2. The Chairs will lead the discussions based on agendas developed by staff and will be able to contribute to all discussions similar to Advisory Committee members.

### **Role of the Advisory Committee Staff**

1. Advisory Committee Staff will distribute agendas at least 10 days in advance of any Advisory Committee meeting, and will coordinate with any other parties presenting information at those meetings in order to include meeting materials with the agenda.
  2. Advisory Committee Staff will develop the notes from the Advisory Committee meetings and distribute them within two weeks following the meeting.
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## **Process Agreements**

### **Protocols**

1. The Advisory Committee Chairs will preside over the meetings.
2. Meetings are open to any person who may wish to attend. Time for public comments will be provided at the end of the meetings.

### **Attendance and Participation**

1. Attendance by Advisory Committee members will be self selecting depending on pertinence of the agenda to their work or interests. The Chairs may request the attendance of particular members.
2. Subgroups may be convened to address issues that arise.
3. As a courtesy, Advisory Committee Staff or Chairs should be notified in advance if a member is unable to attend.
4. Meetings will start and end on time.
5. Pagers and phones OFF or in QUIET mode.

## **Individual Agreements**

We will:

1. Listen and be open to the diverse points of view represented on the Advisory Committee.
2. Treat each other with civility and respect.
3. Strive to further understanding of the needs and interests of the broad range of communities that are stakeholders in the activities and plans for the river.
4. Provide fair and balanced information to our constituencies about the issues that come before the Advisory Committee and the Committee's discussions.

## **Confidentiality and Contact with the Media**

Members may choose to respond to media inquiries, but agree to honor the group process and not use it to promote individual agency "agendas" or presume to represent the positions of other agencies or the group.