

Sam
Adams
Mayor

Susan D.
Keil
Director

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The City of Portland, having heard from neighbors, businesses and commuters in the vicinity of North Williams that traveling on the street can be dangerous or stressful, in part due to the thousands of people now bicycling on the street, the TriMet buses that must serve stops across the bike lane, poor compliance by vehicles at crosswalks, and high motor vehicle speeds, wishes to address some of these problems through the North Williams Traffic Operations Safety Project, with the assistance and advice of North Williams Avenue community stakeholders.

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The Stakeholder Advisory Committee is convened to advise the Portland Bureau of Transportation on the selection and implementation of traffic safety improvements for North Williams. Members are expected to:

- Provide feedback and guidance to contribute to successful project outcomes;
- Provide the perspective of the stakeholders that the members represent, if any; and
- Notify their constituent stakeholders of key decisions and events related to the projects.

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Stakeholder Advisory Committee members have been invited to serve by the Portland Bureau of Transportation. Members have agreed to attend the scheduled meetings to the best of their ability. Committee members who are unable to attend a meeting agree to notify staff in advance, if they are able. Members who are unable to attend in person may attend by remote means or may designate a knowledgeable alternate. Staff agrees to provide accommodation as needed to mitigate barriers to attendance.

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Deborah Leopold Hutchins has agreed to chair the Stakeholder Advisory Committee. In the event that the Chair is prevented from attending a scheduled meeting, the Committee may select an acting Chair or request staff to facilitate the meeting.

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The Committee will typically meet on the first Tuesday of each month, from noon to 2:00 p.m., at the Oregon Red Cross (except that the January 2012 meeting will be held on January 10). All meetings are open to the public and meeting documents are public records. Agendas are set through collaboration of the chair and staff. Members should feel free to contact staff with questions or agenda suggestions.

1120 S.W. 5th Avenue, Suite 800 • Portland, Oregon, 97204-1914 • 503-823-5185
FAX 503-823-7576 or 503-823-7371 • TTY 503-823-6868 • www.portlandoregon.gov

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Decisions of the Committee

A decision will be made when 2/3 of the Committee members in attendance support a proposal; however, those people who don't support it or who have reservations will have an opportunity to write dissenting opinions. The Committee has accepted a set of guidelines to inform the 2/3 super-majority decision making process.

Subcommittees and Working Groups

The Committee may choose to delegate subcommittees and working groups for specific purposes related to the work of the committee. Subcommittees and working groups may return to the Committee with proposals as described in the guidelines for the decision making process.

Duration of the Committee

The Committee agrees to work towards making a recommendation by March, 2012.

Project Team Contacts:

Ellen Vanderslice, Project Manager
Portland Bureau of Transportation
(503) 823-4638; ellen.vanderslice@portlandoregon.gov

Michelle Poyourow, Public Involvement
Poyourow Consulting
(503) 841-3122; poyourowconsulting@gmail.com

Joan Brown-Kline, Public Involvement
Brown-Kline & Company
(503) 297-6569; joan@brownkline.com

Stakeholder Advisory Committee for the
North Williams Traffic Operations Safety Project
Two-Thirds Super-Majority Decision Making

2/3 Super-Majority Vote - A decision will be made when 2/3 of the committee members in attendance support a proposal; however, those people who don't support it or who have reservations will have an opportunity to write dissenting opinions.

2/3 Super-Majority Decision Making Process Guidelines

1. **A Proposal is made.** A committee member makes a proposal to the committee. The content is comprehensive and clearly describes what is being proposed. Another committee member seconds the proposal.
2. **A discussion takes place.** A discussion ensues for the purpose of aiding committee members to fully understand the proposal. Committee members should ask questions and discuss the proposal in order to become educated about the details of the issue. The discussion will include who will be impacted and how they will be affected.
3. **Everyone Listens.** Each committee member will keep an open mind and listen with their heart and head; they will assume positive intent, pay attention to what is being said, and consider how they feel about the proposal.
4. **Agree to disagree.** Committee members are encouraged to express their opinion and share their insight about the proposal. No one will be shut down from expressing their opinion.
5. **Revised Proposal Restated.** The facilitator requests a reading of the revised proposal, based upon the discussion and revisions made by the committee.
6. **Facilitator calls for the super-majority vote.** The facilitator asks the committee if there is a need for further discussion. If none exists, the facilitator asks the committee, by a show of hands, to express support, support with reservations, or non-support of the proposal.