

City of Portland Bureau of Transportation

Budget Advisory Committee

Roles and Responsibilities

Role/ Charge to Members

The role of the Transportation Budget Advisory Committee (PBOT BAC) is to advise PBOT during the budget development process and to advocate for the City's transportation system during budget deliberations. The PBOT BAC serves an advisory role for the Bureau of Transportation. The PBOT BAC is tasked to write a letter to Council including their recommendations for the upcoming year. In addition, any group of two or more PBOT BAC members has the opportunity to write a minority report. The BAC letter and any minority reports will be included in PBOT's Requested Budget submission. The PBOT BAC may also be asked to participate in City Council budget meetings or hearings; the City Budget Office (CBO) will notify PBOT if participation is requested in any given year.

PBOT BAC members are selected as representatives of many transportation stakeholder groups. BAC members are expected to bring their unique perspectives and insights to the table; they are also expected to leave behind any partisanship, and to work for the improvement of the transportation system as a whole.

Ground Rules

Participate - be involved, ask questions, offer suggestions, explore new ideas

Listen thoughtfully – be open to other's ideas and comments

Speak respectfully – don't interrupt others, don't engage in side conversations

Play nice – stay within time limits, take turns speaking

Keep things in perspective - look at both short-term and long-term issues and opportunities; don't get mired in the details

Meeting Format

Meeting agendas will be sent out in advance of meetings. Materials and handouts will be sent out in advance of meetings when available. All meeting materials will be placed on the PBOT website under BAC.

The regular BAC members, PBOT Director, Assistant Director, and Finance Director will sit at the meeting table. Alternate BAC members and other PBOT staff will sit around the perimeter of the room. Alternate BAC members may sit at the table if the corresponding regular member is absent, and other PBOT staff may sit at the table if they are making presentations or providing facilitation. Other guests may sit at the table at the discretion of the PBOT Director or meeting facilitator.

To facilitate general discussions, BAC members will turn their name-cards on-end to signal their interest in speaking. This 'card-turning' is not necessary if only a few members wish to speak on a topic. Alternate members may join the discussion if they are sitting in for an absent regular member.

BAC meetings will be open to the general public. The meeting agendas will include time for public comment. The PBOT Director or meeting facilitator may set and maintain time limits for public comments.