



PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Avenue, Suite 800 Portland, OR 97204 503.823.5185

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Steve Novick Commissioner Leah Treat Director

## BUREAU AND BUDGET ADVISORY COMMITTEE

### 2016-2017 CHARTER AND PROTOCOLS

*(draft for September meeting review)*

#### I. PURPOSE AND ROLES

The Director of the Portland Bureau of Transportation (Director) has convened the Bureau and Budget Advisory Committee (BBAC) to provide advice and support to the Portland Bureau of Transportation (PBOT). The BBAC's role is to:

1. inform PBOT's annual transportation budget
2. review program priorities and capital project lists;
3. provide input on the strategy for incorporating equity into PBOT's work and direction on the inclusion of communities have been traditionally underserved by PBOT; and
4. think critically and strategically about the complete transportation system and provide input that champions the success of both the whole transportation system and the City of Portland and all of its residents.

#### A. Bureau and Budget Advisory Committee Duties and Responsibilities

Members of the BBAC agree to fulfill their responsibilities through attending and participating in meetings, studying available information, and providing input to the Director. Members agree to participate in good faith and to act in the best interests of the group and its charge. ***To this end, members agree to place the interests of the City above any particular political or organizational affiliations or other interests.***

Members are expected to consider a range of issues and options to address them, discuss the pros and cons of the issues/options presented, and seek to develop recommendations reflecting the "sense of the group."

Members acknowledge that the group is an advisory body to the Director and that its role is to provide advice and frame policy choices, but that decisions ultimately rest with the Director and/or City Council.

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Member responsibilities include:

- Review background materials and analysis to understand the issues to be addressed during committee meetings;
- Work collaboratively with one another, and staff, to explore issues and develop recommendations;
- If requested, attend public meetings and events to hear directly from the public; and
- Consider and integrate general public input into recommendations as appropriate.

## **Membership and Term**

As an advisory group to the Director, membership and terms are solely at the Director's discretion. The membership is intended to represent a diversity of expertise, skill sets, background and viewpoints. Members selected in August of 2016 will serve through July of 2017. Members must seek approval from the Director if they would like to designate an alternate. The Director may remove or replace members that do not regularly attend meetings.

## **B. Chair Role**

The Director may appoint a Chair, who will be an active and voting member of the group. The Director will act in the absence of the Chair.

The Chair will encourage full and safe participation of members in all aspects of the process, assist in the process of building consensus, and ensure that all members abide by the expectations for the decision-making process and behavior defined herein. The Chair will also serve as liaison between the group and the Director. The Chair will be consulted as meeting agendas are developed.

## **C. Facilitator Role**

PBOT may utilize staff or contract with an outside facilitator to conduct the meetings, help develop recommendations, and produce meeting summaries. As a

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neutral collaborative process provider, the facilitator will not act as an advocate on any issue, any interest group, or any member.

When a facilitator is engaged, (s)he will both facilitate meetings and provide coordination between meetings. The facilitator will serve as liaison among members and between the group, staff coordinator and the Director; in that role, the facilitator will be responsible for communications with and within the group. Information disclosed in confidence will be kept confidential by the facilitator. To the extent issues arise with the process, group members are encouraged to approach the facilitator and/or Chair.

In addition, it is the responsibility of the facilitator to:

- Draft meeting agendas and compile meeting materials in coordination with the staff coordinator and the Director; and in consultation with the Chair.
- Ensure a welcoming meeting environment where all members can participate.
- Ensure a safe environment for minority opinions.
- Conduct meetings in a manner to foster collaborative decision-making and consensus building.
- Prepare meeting summaries that outline the issues discussed, the areas in which there is agreement, and any remaining issues on which agreement was not reached.

Members will not interfere with the Chair and/or facilitator's conduct of meetings. Concerns regarding how meetings are being facilitated may be brought to the attention of the Chair and the facilitator in manners and at times that they do not disrupt meeting activities, e.g. during breaks in meetings or between meetings.



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## II. OPERATING PROCEDURES

### A. Protocols

All participants agree to act in good faith in all aspects of these discussions. This includes being honest and refraining from undertaking any actions that will undermine or threaten this process. It also includes behavior outside of meetings. Expectations include:

- Members should try to attend all meetings. If members cannot attend a meeting, they are requested to advise the facilitator, Director or Chair. After missing a meeting, the member should contact the facilitator for a briefing. Members who do not attend a meeting may not seek to revisit issues from the missed meeting that were noticed on the agenda and on which discussion was completed at the missed meeting. Members can miss no more than two meetings in a fiscal year, and may be asked to resign if they do.
- Members agree to be respectful at all times of other members, staff, presenters and public attendees. They will listen to each other to seek to understand the other's perspective, even if they disagree.
- Members agree to make every effort to bring all aspects of their concerns about these issues into this process to be addressed.
- Members agree to refrain from personal attacks, intentionally undermining the process, and publicly criticizing or mis-stating the positions taken by any other participants during the process. Any written communications, including e-mails, blogs and other social networking media, will be mindful of these procedural ground rules and will maintain a respectful tone even if highlighting different perspectives.
- Members are advised that e-mail, blogs and other social networking media may be considered public documents. E-mails and social networking messages meant for the entire group will be distributed via the facilitator, Director or Chair.
- Requests for information made outside of meetings should be directed to the facilitator or staff coordinator. Responses to such requests will be limited to items that can be provided within a reasonable amount of time and are relevant to the scope and function of the BBAC.

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## B. Communications

Members agree that transparency is essential to the group's deliberations. In that regard:

- Members are requested to include the Director, Chair, facilitator and staff coordinator in written communications from/to interest groups (other than a group specifically represented by a member) commenting on the group's deliberations; these communications will be included in the public record as detailed in PBOT Welcome + Agreement Packet for Advisory Committee Members and the Guidelines for Volunteer Boards & Commissions provided by the City of Portland Office of the City Attorney;
- Oral communications, including telephone calls and meetings, from/with interest groups commenting on the group's deliberation should be summarized by the member and provided to the Director and Chair for inclusion in the public record and transmittal to the full group. While not precluded from communicating with the media, members agree to generally defer to the Director and Chair for all media communications related to the group's process and its recommendations;
- Members agree to not negotiate through the media, or to use the media to undermine the work of the group.
- Members agree to raise all of their concerns, especially those being raised for the first time, at group meetings and not in or through the media.

## C. Operating Procedures

A quorum of the body shall consist of the majority of the full body (50% plus one).

A consensus decision-making model will be used to facilitate decision-making and to ensure that the group receives the collective benefit of the individual views, experience, background, training and expertise of its members. Consensus is a participatory process whereby, on matters of substance, the members strive for agreements that they can accept, support, live with, or agree not to oppose.

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Consensus means that no representatives voiced objection to the position and they agree not to oppose the position.

Expectations for the decision-making process include:

- Members agree that consensus has a high value and that the group should strive to achieve it. As such, recommendations will be made by consensus of all present members.
- The commitment to work for consensus means that members will participate in the give and take of the process in a way that seeks to understand the interests of all and will work together to find solutions workable for all.
- When consensus cannot be reached, the Chair or Facilitator may initiate or entertain a motion to vote on the issue. A quorum of the body must be present to proceed with a formal vote process. Members may make motions and seconds. All motions must be seconded to be acted upon. A vote must receive a motion to be affirmed.
- If no consensus is reached on an issue for proposed recommendation, minority positions will be documented after a vote takes place. Those with minority opinions are responsible for proposing alternative solutions or approaches to resolve differences.
- Meetings will be conducted in a manner deemed appropriate to foster collaborative decision-making and consensus building.
- Members will honor decisions made and avoid re-opening issues once resolved.

## **D. Public Status Meetings and Records**

Meetings are open to the public and will be conducted under the provisions of Oregon Public Meetings Law outlined in the *Guidelines for Volunteer Boards & Commissions* document and training provided by the City of Portland Office of the City Attorney. However, as work sessions, time for public testimony is not required on meeting agendas.

Group records, including formal documents, discussion drafts, meeting summaries and exhibits, are public records and will be archived by an appointed staff member.

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Communications of the BBAC are not confidential because the meetings and records of the BBAC are open to the public. "Communications" refers to all statements and votes made during meetings, memoranda, work projects, records, documents or materials developed to fulfill the charge, including electronic mail correspondence and text messages. The personal, private notes of individual members might be considered to be public to the extent they "relate to the conduct of the public's business," (ORS 192.410(4)).

All committee members are required to review and sign an agreement to adhere to all public official, public meetings and public records law as outlined in the *Guide for Volunteer Boards and Commissions* provided by the City of Portland Office of the City Attorney. More information and the Conflict of Interest Disclosure Form is provided in the *Welcome + Agreement Packet for PBOT Public Advisory Committee Members*.