

code of conduct

portland pedestrian advisory committee

In order for the PAC to be effective and a change agent for pedestrian advocacy in the City of Portland, we need to have a set of agreed upon rules of conduct so that all committee members feel comfortable expressing themselves at meeting, presenters feel that the PAC is a productive use of their time, and the chairs can effectively facilitate the meetings, among other benefits. In April and May of 2015, the PAC created the following objective and guidelines to create their first Code of Conduct.

We intend for the Code of Conduct to be a living document and, as such, the PAC will revisit it annually to ensure that it is still applicable and that PAC members understand their roles and responsibilities in making the PAC an effective group.

The Code of Conduct is organized into themes, which are written in red. Each theme has actions associated with it in order to achieve the PAC's vision of success.

Create a Respectful Environment

In order to create an environment that is mutually respectful, constructive, and equitable for PAC members, the PAC will:

- enforce a firm limit on time and/or number of questions per member,
- go around the room so everyone has an opportunity to speak,
- respect the facilitator and presenter. In turn, facilitator will be respectful/humorous when enforcing rules,
- self-balance – all members are responsible for supporting the facilitator when addressing negativity, and
- alternate facilitators for agenda items/topics, especially if the chair is deeply involved in the discussion.

Build Alliances

In order to build alliances with residents, stakeholders, city staff, and decision-makers, the PAC will:

- clap at the end of presentations,
- show appreciation by leading and finishing with positive comments,
- consider public access to the building for meetings,
- include public introductions and or comments and the beginning and/or end of meeting,
- be attentive,
- focus comments on questions presenters are asking, and
- inform others (organizations, agencies, associations) what's happening on the PAC, invite them to come or share ideas when agenda items relate to their interests, and attend their meetings and ask their pedestrian concerns.

Manage Meetings Efficiently

In order to have productive and informative meetings, the PAC will:

- stay on schedule and end on time,
- plan for questions; potential time allotments include a 70/30 or 60/40 split between presentation and comment/question time,
- invest time in planning the presentations with presenters,
- have clear expectations to all presenters and committee members, and hold all accountable,
- relate questions to what is asked of PAC,
- allow debrief time for follow up, if needed,
- create an annual action plan with prioritized list of topics and agenda items regarding PBOT direction on pedestrian issues,
- listen to both sides/multiple perspectives on issues, and
- have a balance of presentations – projects vs. policy vs investment strategies.

Give Productive Input

In order to be an effective and inclusive committee, the PAC will:

- create two-way dialogue with staff and presenters.
- clearly distinguish key issues that need PAC feedback,
- use a round table approach for the first questions after a presentation, allowing more times around if time allows,
- create a follow-up list of issues – shoe closet/rack,
- have thorough meeting notes/summary,
- allow clarifying questions,
- if the presentation covers many topics, split into multiple more parts with Q&A in between sections,
- thank presenters and include a request for staying in the feedback loop, and
- ensure presenters have a timeline and dates for project decision-making and hearings, as applicable.