

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Avenue, Suite 800 Portland, OR 97204 503.823.5185  
Fax 503.823.7576 TTY 503.823.6868 www.portlandoregon.gov/transportation

Dan Saltzman Commissioner Chris Warner Interim Director

## BBAC Group Agreements

1. **Safe Space** - We will create a safe, open, honest, and nurturing environment so that everyone feels supported. Everyone commits to practice both active and reflective listening skills. Safety and comfort, however, are not the same things; discomfort may at times be necessary and useful when discussing and exploring issues of equity.
2. **Respect** - We will respect the views of others, keep an open perspective; not criticize people but offer constructive criticism on issues, exercise self-awareness around use of airtime.
3. **Accountability** - We will take responsibility for the success of the meeting, start and end meetings on time, and aim to provide solutions for issues or concerns that are raised. Digital devices should be used sparingly for time sensitive matters only and/or to review materials provided electronically.
4. **Hear all voices** – It is important to remember whose voices are not in the room and who has historically been unheard. We hold ourselves accountable to listen to those voices in our communities and try to represent their values.
5. **Be fully present** - We will come to meetings prepared, having read the provided materials. In the same light, material should be shared in a timely manner. Within the room, we will make space for those who are often quiet. At the same time, if we are quiet, we commit to pushing ourselves to be to speak up.

### Meeting Protocol (additions):

Twinkle fingers - A non-verbal hand motion that is used to express agreement. Can help facilitate others expressing their opinions - Momoko

Group Comment - Leaving the last 5 minutes of each meeting as a space for BBAC group members to mention any topics that they feel are pertinent to the group - Ryan



*The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.*