



Study Advisory Committee

The Study Advisory Committee for the Washington County Transportation Futures Study is a collaborative group. We have developed and agree to the following protocols as a basis for how we will work together.

Meeting Ground Rules

As members of the committee, we agree to:

- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Provide a balance of speaking time – let others speak once before speaking twice.
- Focus conversations on moving forward. When discussing the past, link the past to the current discussion constructively.
- Raise issues honestly, clearly and early in the process, and recognize that silence will be interpreted as acceptance of the direction of the group.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda. [Before speaking, ask yourself, “Will this help us advance this discussion?”]
- Seek to find common ground.
- Turn off cell phones or put them on silent mode for the meeting.

Other meeting protocols

We agree to:

- Conduct our work through facilitation.
- Support the facilitator in ending meetings on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if the item can be rescheduled to another meeting.
- Attend all meetings and prepare for meetings by reading materials in advance and arriving on time.
- Notify Cathy Jacoby if we have an unavoidable conflict that requires us to be late or absent. (catherine_jacoby@co.washington.or.us, (503) 846-6737)

Accessibility to the public

To ensure a transparent and accessible process, we will:

- Hold our meetings open to the public, and provide meeting materials online.
- Offer opportunities for brief public comments or announcements at the beginning or end of each meeting.

Operating Protocols



- Encourage interested members of the public to provide more thorough comments in writing, when needed. Written comments to the SAC will be distributed to and reviewed by all committee members.

Communications:

Regarding communications outside of meetings, we will:

- Be free to speak with each other about issues and in ways that support the group process, and will not take actions or discuss issues in any way that undermines the group process.
- Call or email the key staff liaison with information that the other members and the project team need to be aware of.
- Refer news media inquiries to Stephen Roberts, LUT Communications Coordinator, for official information about the Study and the work of the SAC.
- When speaking about the study with groups, officials or news media,
 - Respect and support the group process and the purpose of the study,
 - Ensure these parties understand we are speaking on our own behalf and not on behalf of the SAC, and
 - Inform study staff of any outcomes of these discussions, and notify staff in advance when possible.

Recommendations:

We, as a committee, will make recommendations to the study staff:

- When providing recommendations:
 - We will work toward consensus, setting aside personal interests in order to seek the best solution for all stakeholders. (Consensus is the point at which all members can support the recommendation as the most viable for the group as a whole, even if it is not each individual's most preferred outcome.)
 - If it is clear that consensus cannot be reached, then a two-thirds majority of those present will be required for an outcome to be represented as a recommendation of our committee. If a two-thirds majority cannot be reached, then all perspectives, as recorded in the meeting summaries, will be forwarded to the decision makers without a group recommendation.
 - When making recommendations, members with a minority view may choose to write a minority report(s) to be forwarded along with the recommendation.
- When asked to provide informal feedback to staff and/or decision makers, our recommendations do not need to be consensus-based.
- If a member cannot be present for a recommendation and so informs staff prior to the meeting, the member may submit written comments that express his or her views on the issues involved, and the committee will consider that information. [i.e. no proxies]