

CORNELIUS PASS ROAD SAFETY IMPROVEMENTS COMMUNITY ADVISORY COMMITTEE CHARTER

COMMUNITY ADVISORY COMMITTEE PURPOSE

The CAC is established for the purpose of reviewing and providing input to the safety improvement identification and development process. CAC advice will help Multnomah County staff when they select and prioritize improvements within the context of the corridor and budget. The CAC will meet regularly during the design development phase to discuss project progress and comment on project team products.

MEMBERSHIP

The CAC is self-nominated and installed by Multnomah County. It is intended to represent the broad range of community interests relevant to the project. It will be maintained at a size of approximately 15 people to enable active participation.

DUTIES AND RESPONSIBILITIES

Prepare for and attend CAC meetings

Members are expected to participate in up to 4 meetings between November 2013 and July 2014. The project team will work to make meeting agendas and initial materials available for member review at least one week prior to each meeting. Members representing a group should be well informed on their group's perspectives, needs, issues and processes. Members are expected to support the outreach and involvement program by reporting back to their constituencies and being prepared to comment on their behalf at meetings.

ANTICIPATED MEETING SCHEDULE

Meetings are planned for select months from November 2013 through June 2014 from 6:00 to 8:00 PM at Skyline Elementary. Meeting dates and agendas are:

1. November 13, 2013 – Establish CAC process, provide project overview and update, gather CAC input on project outcomes
2. January 14, 2014 – Review proposed safety solutions and selection criteria
3. March 2014* – Discuss and evaluate revised safety solutions proposals
4. June 2014* – Provide input on review draft of Cornelius Pass Road Safety Improvement Plan and Designs

* March and June meetings will be scheduled at upcoming CAC meetings

MEETING GROUND RULES

The facilitator will help ensure that meetings are productive. If time becomes an issue, it may be necessary to conduct a time check part-way through the agenda to determine if any topics need a follow-up meeting or whether members are willing to stay longer to complete a discussion or decision topic. Meeting summaries will serve as documentation and will be provided to the CAC with the opportunity for comments and corrections.

Members agree to abide by the following:

- Treat each other, staff and guests with respect;
- Listen carefully, seeking to understand each other;
- Raise issues honestly, clearly and early in the process;
- Focus on the subject at hand and help the group stick to the agenda;
- Discuss topics constructively with the aim of solving problems;
- Seek to find unity and common ground;
- Share the air by allowing others to finish completely before speaking oneself and pausing to let others speak once before speaking again oneself;
- Minimize distractions during meetings by putting cell phones on silent mode and avoiding side conversation;

- After an absence, read materials from the missed meeting and contact the project team with questions or for a more in-depth briefing;
- Represent their personal views but do not speak for the CAC when engaged in other forums, including contacts with the news media or other stakeholders; and
- Discuss any process concerns with project team to help future meetings and activities work more effectively.

DECISION-MAKING

The CAC will strive to make consensus recommendations on the understanding that their recommendations to the County are strengthened by high levels of agreement. Consensus is achieved when all team members believe the best result has been obtained, can live with the solution, and will support the result. Members attending each meeting will constitute a quorum for any determinations made at that meeting. Meeting outcomes are intended to be final unless a majority of the CAC deems it important to reconsider a previous determination. CAC recommendation decisions may be made by majority vote if consensus is deemed unachievable. Committee recommendation decisions will be understood as the most preferred choice by the CAC for the project even if it may not be each individual member's personal preference.

Decisions expected at each meeting:

1. November 13, 2013 – Input on proposed solutions and selection criteria
2. January 14, 2014 – Review staff proposed safety solutions and selection criteria
3. March 2014 – Evaluate revised safety solutions and criteria
4. June 2014 – Final review and input of plan designs

INTER-MEETING CAC COMMUNICATION

CAC members agree to share their contact information with other CAC members for the sole purpose of enabling communication among members between meetings. CAC and project team members will respect each other's privacy by not sharing contact information with anyone outside the CAC unless legally required to do so. Inter-meeting communications will be sent to project team contacts below.

FACILITATION

The county will provide a facilitator to help plan and moderate meetings. The facilitator will enforce CAC ground rules, provide opportunities for each CAC member to provide input, work with the CAC to reach consensus and manage meeting time.

ACCESSIBILITY TO THE PUBLIC

While the primary purpose of the CAC meetings is to provide a forum for the discussion and input from the CAC, meetings will be open to the public for observation. A limited amount of time at each meeting may be reserved for public comment. Interested members of the public are also encouraged to provide comments via the project website - corneliuspass@multco.us. These comments will be shared with all CAC members.

ACCEPTANCE OF CHARTER

This charter was adopted by consensus at the January 14, 2014 CAC meeting.

PROJECT TEAM CONTACTS:

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