Tillamook TSP Update:  
Project Advisory Committee (PAC) Protocols

Charge

The Transportation System Plan (TSP) Project Advisory Committee (PAC) is charged with providing:  
- Individual and group input on policies and projects to be included in the TSP update.  
- On-going individual and group feedback to staff as the TSP is developed.  
- Advice and input on how to engage other community members in developing the TSP.

The PAC will work to find the highest level of agreement possible among represented interests on project issues.

Roles and Responsibilities

Members of the PAC will:

- Attend four meetings between June 2017 and July 2018. If a member cannot attend a meeting, he or she can designate an alternate to attend in his or her place. The alternate can participate in group decision-making.  
- Actively participate in the project by contributing to project meetings and reviewing materials before meetings.  
- Abide by the agreed upon meeting guidelines.  
- Represent the interests and perspectives of their constituencies.  
- Ask questions and seek information to ensure understanding.  
- Share differences of opinion on ideas – silence will be considered consent.  
- Help create an atmosphere in which differences can be raised, discussed, and melded into group decisions. Divergent views and opinions are expected and are to be respected.  
- Talk to others in the community to give and receive information about the TSP.

The facilitator will:

- Ensure that everyone has an opportunity to participate.  
- Keep meetings moving and focused on the agenda.  
- Start and end meetings on time unless the group agrees to extend the meeting time.  
- Provide time for public comment and ensure that public comment is an item on each agenda.

Draft Protocols

Committee Structure

- Members generally include those representing residents, business owners, non-profits, and affected agencies and jurisdictions.  
- If a member of the PAC cannot continue to serve on the committee, staff will work to find a replacement to ensure that all project viewpoints are represented.
• If it becomes apparent that an important viewpoint is missing from the PAC membership, the PAC, by consensus, can recommend adding an additional membership category.

Meeting Guidelines
• Meeting materials will be distributed by e-mail, generally one week in advance of meetings.
• Discussions will be facilitated. Discussions will allow for the development of a consensus, but consensus is not required to move forward.
• Brief summaries will be prepared for each meeting.
• At the meetings, PAC members will:
  - Share the available speaking time
  - Be respectful of a range of opinions
  - Focus on successfully completing the agreed upon agenda
  - Avoid side discussions when others are speaking
  - Voice concerns and complaints at the meeting, not outside the meeting
  - Strive for consensus
  - Put cell phones on silent
• Facilitator will provide opportunities for brief public comment or announcements relating to agenda items at the beginning and end of each meeting, not to exceed 10 minutes of allotted meeting time with a maximum of 3 minutes per individual without consent of the committee. Time permitting, the facilitator may provide opportunities for public comment at other times of the meeting with the consent of the committee.

Decision Making
• The PAC will strive to reach consensus on project recommendations. Consensus is defined as the point where all committee members agree on the best option for the group even if it is not each committee member’s personal favorite.
• If consensus cannot be reached, all opinions will be forwarded for consideration. All opinions will be part of the meeting record and will be shared with decision-makers.
• All decisions will be “frozen” unless the committee as a whole reaches consensus that a decision needs to be revisited. If new information is available, the group can revisit decisions.

Communications Outside of Meetings
• PAC members are encouraged to share the committee’s progress with their respective constituencies at meetings, by e-mail or through newsletters.
• PAC members are responsible for providing Paul Wyntergreen (city project manager) with information that other committee members need to hear.
• David will be responsible for distributing information to PAC members, so everyone has the same information. Relevant discussions of project issues should occur at the PAC table, for the benefit of allowing all members and the Project Management Team to be informed and participate.
• PAC members will notify Paul about any news media inquiries and refer requests for official statements or viewpoints to Paul. PAC members will speak only on their own behalf and not on behalf of the group about this project.