# \\ROSA\Proj\LaneTransitDistrict\657958EugeneBRT\02 Public Involvement\Website\MovingAheadBranding\Web\moving-ahead-logo-color-tagline-HighRes.pngMovingAhead Oversight Committee Charter

### Adopted June 29, 2015

For any collaborative process to proceed smoothly it is helpful for those involved to agree at the outset on the purpose of the partnership and on the procedures and principles by which the group understands it will conduct its interactions and decision making. This document will serve as a basis for discussion.

This chartering document is designed to guide the Oversight Committee in their work on MovingAhead. It describes the Oversight Committee’s expectations, outlines partner roles and responsibilities, and establishes communication and decision-making procedures.

## Participation

The Oversight Committee includes:

* 2 representatives of the Eugene City Council (voting)
* 2 representatives of the LTD Board of Directors (voting)
* ODOT Area Manager (v0ting)
* Eugene Public Works Director
* Eugene Assistant City Manager
* LTD General Manager
* County Transportation Manager

Additional agencies and jurisdictions may be included in Oversight Committee activities when and if it becomes appropriate. Oversight Committee members will agree to any additional partners according to the decision protocols below. Staff members will participate in discussions but not “vote”.

## Oversight Committee Charge

The Oversight Committee will:

* Provide direction to the Project Management Team to guide development of MovingAhead.
* Act as a liaison to decision making bodies, providing project information and soliciting feedback to inform MovingAhead.
* Approve a recommendation about how to prioritize corridors for multimodal enhancement at the conclusion MovingAhead.

The Oversight Committee will provide direction to staff and ultimately make a recommendations to local decision makers (e.g. City Council or LTD Board of Directors).

## Decision making

* The Oversight Committee’s recommendations will consider input from the public and the Project Management Team.
* Oversight Committee members will proactively inform and seek guidance from their Councils and Commissions they represent in order to ensure that the final decisions of the Oversight Committee are acceptable to the decision-making bodies that must adopt or act upon those decisions.
* Oversight Committee decisions will be made by consensus – consensus means all members agree that the decision is the most acceptable for the partners as a whole, although an individual member may have a preference for another alternative.
* Oversight Committee members understand and acknowledge that the individual organizations they represent retain whatever final decision-making authority is provided under law with respect to this project.
* One member from the LTD Board and City Council must be present for the Oversight Committee to make recommendations.

### Milestones

The Oversight Committee will operate by consensus. The Oversight Committee must reach agreement at the following project milestones for the project to move forward:

* Four corridors to advance to Level 2 Alternatives Analysis
* Preferred alternative for each Level 2 corridor
* Prioritization of Level 2 corridors and projects

### Dispute resolution

If consensus cannot readily be reached:

* PMT members may follow up with Oversight Committee members to resolve or clarify individual issues.
* If consensus cannot be reached, the Oversight Committee will outline specific questions and return the issue to the Project Management Team for further study.

## Responsibilities

Members of the Oversight Committee will:

* Attend four meetings between June 2015 and June 2016. At least one City Council and LTD Board of Directors representative must attend each meeting.
* Seek information from Project Management Team (PMT) members between Oversight Committee meetings to stay informed and up-to-speed on the project’s progress.
* Review information before meetings.
* Express concerns, issues and perspectives clearly, honestly and early in the process.
* Listen with the intent of understanding.
* Expect and respect differences of opinion, but seek common ground.
* Speak about the project to the media and stakeholders in ways that are supportive of the group process.
* Act as a liaison to their organizations

## Meeting guidelines

* Time for public comment will be reserved at the beginning of each meeting. Individuals will be asked to limit their comments to two minutes.
* The project team will provide all comments from the public to committee members.
* Oversight Committee meetings will be advertised and materials will be available on the MovingAhead website.
* Materials will be emailed to members in advance of meetings. Large documents will be mailed to members.