

Sounding Board Charge and Protocols

May 4, 2015

Charge

MovingAhead, a joint project of the Lane Transit District (LTD) and the City of Eugene, will identify and prioritize transit, walking and biking projects so they can be funded and built. With support from other regional partners, MovingAhead will focus on key corridors identified in Envision Eugene, Springfield 2030, LTD's Long-Range Transit Plan, and the Regional Transportation Plan.

The MovingAhead Sounding Board is charged with:

- Learning about MovingAhead and providing input to the Project Management Team to inform development of MovingAhead.
- Acting as a liaison with representative committees, providing information and soliciting feedback to keep those groups informed and engaged.
- Providing advice and input on how to engage other community members.
- Providing input to help synthesize broader community feedback at milestones.

The Sounding Board will discuss ideas, public input and recommendations. The Sounding Board will not make formal recommendations. Points of consensus will be recognized and documented in meeting summaries but will not be requisite for advancing the MovingAhead project.

Roles and responsibilities

The Sounding Board is comprised of members of established LTD and City of Eugene commissions and committees as well as a representative of Lane County's public health department. It includes:

- 1 representative of the Eugene Human Rights Commission
- 2 representatives of the Eugene Sustainability Commission
- 2 representatives of the Eugene Planning Commission
- 2 representatives of the Eugene Bicycle and Pedestrian Advisory Committee
- 2 representatives of the LTD EmX Steering Committee
- 2 representatives of the LTD Accessible Transportation Committee
- 1 representative of Lane County Public Health

Members of the Sounding Board will:

- Attend eight meetings between May 2015 and June 2016. If a member cannot attend a meeting, an alternate who is also a member of the represented group may attend.
- Actively participate in the project by contributing to project meetings and reviewing materials before meetings.

- Abide by the agreed upon meeting guidelines.
- Act as a liaison between the represented group and the project. Share information with the project team.
- Ask questions and seek information to ensure understanding. Express concerns, issues, and perspectives clearly, honestly, and early in the process.
- Share differences of opinion on ideas – silence is 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.

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.
- Maintain an ongoing list of off-agenda topics to be addressed as time permits.

Protocols

- As a rule, meeting materials will be distributed by e-mail one week in advance of meetings. In some cases materials may need to be distributed at the meetings.
- Discussions will be facilitated.
- Consensus is not required to move forward.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.
- Brief summaries will be prepared for each meeting. These summaries are intended to be an overview of the meeting and Sounding Board discussions.
- At the meetings, Sounding Board 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 where they can be directly addressed rather than outside the meeting
 - Put phones on silent
- Members of the public are invited to attend Sounding Board meetings. The Sounding Board will not hear public comment.

Sounding Board input

A Sounding Board is a committee structure designed to encourage discussion and structured engagement, but is not an advisory committee. As such, the Sounding Board will not make recommendations to the agencies. However, Sounding Board input is important to the process.

- All Sounding Board input will be recorded and considered by the project team along with all other input received.
- The facilitator will recognize consensus as it occurs in discussion, but consensus is not required to move forward.

Communications outside meetings

- Sounding Board members are encouraged to share the committee's progress with their respective constituencies at meetings, by e-mail or through newsletters.
- Sounding Board members are responsible for providing Sasha Luftig, Terri Harding or Chris Henry with information they believe other committee members should have.
- Sounding Board members will strive to communicate outside meetings in ways that support the group process. This includes contacts with each other, with officials, with other community members, and with the media.
- Sasha Luftig will be responsible for distributing information to Sounding Board members so everyone has the same information. Relevant discussions of project issues should occur at the Sounding Board table to allow all members and the Project Management Team to be informed and participate.
- If contacted by the media, Sounding Board members will forward media requests to Sasha Luftig. If members do speak to the media they do so only on their own behalf and not on behalf of the group about this project.