Stakeholder Advisory Committee Charge and Protocols  
Adopted: January 8, 2009

Charge
A Stakeholder Advisory Committee (SAC) has been formed to provide “on the ground” guidance to the Project Management Team (PMT) regarding issues of importance to community members and other project stakeholders.

Purpose of committee
- Provide recommendations and advice as alternatives are developed and evaluated for the US 101/OR 6 Alternatives Study.
- Serve as a forum to identify and build consensus on alternatives that reflect a broad range of needs and interests.
- Serve as liaisons to constituents and represent community as a whole.
- Strive to reach consensus.

Roles and responsibilities
Responsibilities
Members of the SAC will:
- Attend seven meetings between January 2009 and January 2010. 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 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.
- Talk to others in the community to give and receive information about the project.

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.
• Enforce SAC protocols and ground rules.
Draft protocols

Committee structure

- Members generally include those representing property and business owners, developers, residents, and affected agencies and jurisdictions.
- If a member of the SAC cannot continue to serve on the committee, the Project Management Team 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 SAC membership, the SAC, by consensus, can recommend adding a member.

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. (See Decision-making for more information)
- 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.
- Meeting summaries will be prepared and distributed with other meeting materials.
- At the meetings, SAC 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 SAC 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, 2/3 of SAC members present at the meeting must reach consensus for a recommendation to be considered a SAC recommendation. If that threshold cannot be reached, majority and minority reports will be prepared to represent all viewpoints. The only requires a quorum
to develop a group recommendation if less than two weeks notice is provided for a meeting. In that case, at least 12 members must be in attendance to develop a group recommendation.

- 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.
- SAC members including elected and appointed officials will participate in group decision-making. All other staff members will participate in the SAC process as information providers.

Communications outside meetings

- SAC members are encouraged to share the committee’s progress with their respective constituencies at meetings, by e-mail or through newsletters.
- SAC members are responsible for providing Kristin Hull with information that other committee members need to hear.
- SAC members will not undermine the work of the group by initiating contact with the media or officials to advance our opinions or to counter our fellow members’ opinions.
- The Project Management Team will be responsible for distributing information to SAC members, so everyone has the same information. Relevant discussions of project issues should occur at the SAC table, for the benefit of allowing all members and the Project Management Team to be informed and participate.
- Agendas will be prepared for all meetings. SAC members can suggest agenda items by contacting Kristin Hull.
- SAC members will notify Kristin Hull about any news media inquiries and refer requests for official statements or viewpoints to Tony Snyder. SAC members will speak only on their own behalf and not on behalf of the group about this project.