



Project Advisory Committee Protocols

Revised August 17, 2004

Meeting Protocols

During Meetings:

We members of the PAC will:

- Treat everyone with respect.
- Focus questions and comments on the subject at hand and stick to the agenda.
- Listen carefully with the intent of understanding.
- Let others finish before speaking.
- Share the air– let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process.
- Collaborate with other group members – seek to find common ground.
- Represent our designated constituents.
- Resist forming factions; work on cohesion of the whole group.
- Put cell phones on silent mode.
- Participate!

Other meeting protocols:

We PAC members will:

- Notify staff if not able to attend a meeting.
- Arrive on time.
- Read materials in advance.
- End meetings on time.
- If agenda items cannot be completed on time, decide if the meeting should be extended or if an additional meeting should be scheduled.
- Provide opportunities for public comments:
 - At a set time on the meeting agenda with limited speaking time per person (less than 3 minutes per person, unless time permits). The public comment agenda item will be at:
 - The beginning of each meeting
 - Before each decision
 - At the discretion of the committee
 - The PAC and project team will encourage citizens to talk to their PAC representative when possible.
 - At every meeting, the team will provide the PAC members with written (e-mail/letter/fax) comments that have been received from the public.

We staff and project management will:

- Provide and distribute agenda packet via e-mail at least one week in advance.
- Prepare and distribute meeting summaries via e-mail within two weeks after the meeting.
- Provide e-mailed materials in pdf format. If a PAC member wishes to have meeting materials mailed, they should contact Kristen Kibler (kkibler@jlainvolve.com)
- When significant reading is anticipated, provide advance notice that it is coming.
- As possible, provide discussion materials in advance so that the committee has time to review the information.
- Large maps or other resource documents will be available to check-out from Ron Weinman's office.
- Date all documents, including maps.
- Arrive early.

In addition to the above, I the facilitator will:

- Facilitate meetings to help the PAC reach consensus on key issues
- Ensure an equitable process where all committee members are able to express their views.
- Help keep the committee on track and move the agenda.
- Enable and manage public comments.

Communication between Meetings

Between meetings, we will:

- Be free to speak with each other about issues and in ways that support the group process.
- Not take actions or discuss issues in any way that undermines the group process.
- Call project management with information that the other members and the project team need to hear.
- Share information with our represented groups with help from the project team – the PAC will keep our constituents informed, and the Management Team will keep agency staff, PRC and decision makers informed.
- Gather information from our constituents that will inform committee deliberations.
- Direct all official project communications with the news media to Ron Weinman.
- Notify Ron Weinman and Kristen Kibler about any communications with the news media.
- Advise PAC of related meetings and/or decisions.

Membership & Voting

We (and the organizations we represent) are committed to:

- Our continued and consistent involvement in the process from start to finish.

- If one of us is unable to continue for unavoidable reasons, thoroughly briefing the replacement (if there is one) in the process and providing that person with all materials to ensure as much continuity as possible.

We, the PAC, will

- Allow alternates to attend committee meetings.
 - Each member may identify one alternate who may attend meetings and participate in discussions but cannot vote
 - The member and alternate are responsible for keeping the alternate fully informed throughout the process; alternate will attempt to attend all meetings.
- Allow proxy votes.

Decision Making

We, the PAC, will:

- Make decisions on recommendations to the Project Management Team and the Policy Review Committee.
- Work together to serve the purpose of the committee: to make recommendations that are consistent with the agreed-upon purpose, need, goals and objectives for this project.
- Set aside personal interests in order to seek the best solution for all stakeholders.
- “Freeze” project decisions unless the committee as a whole reaches consensus that a decision needs to be revisited.
- Work toward consensus on all major decisions. [Consensus is the point at which all team members can support the decision as most viable decision for the group as a whole, although it may not be an individual member’s personal favorite].
- If it is clear, after repeated attempts to find a solution all can support, that no consensus is possible, the committee’s recommendation will be the majority opinion (2/3 of the votes cast, excluding abstentions). Abstentions should be used sparingly. The position(s) of the remaining members will be recorded and forwarded to the PRC, along with the committee’s recommendation. A simple majority, or quorum, is required to hold a meeting.

We, the Project Management Team will:

- Accurately forward PAC recommendations to Policy Review Committee and decision-making bodies.
- Ensure that the PAC is aware of PRC issues that would affect acceptability of PAC recommendations.
- In advance of presenting PRC recommendations to decision-making bodies, clearly communicate to the PAC any differences in PRC recommendations from PAC recommendations, and the reasons for those differences.
- Not promote recommendations to the PRC and decision-making bodies that are contrary to the PAC’s unless the PAC was either informed of management’s concerns prior to the PAC finalizing their recommendations or new information becomes

available. Recommendations of the PAC will also be forwarded to decision-making bodies at key points in the project. All recommendations will be in writing.

- Will give PAC updates on PRC meetings.