

Vision Zero Task Force Charter

Vision Zero Task Force Purpose

On November 18, 2015, the Eugene City Council adopted a Vision Zero Resolution that set as official policy the Vision Zero goal that no loss of life or serious injury on Eugene's transportation system is acceptable. The Resolution directed the City Manager to initiate the formation of a Vision Zero Task Force that includes community stakeholders and staff to develop a Vision Zero Action Plan.

The Vision Zero Task Force is charged with:

- Developing the Vision Zero Action Plan from September 2016 - July 2017 with support from City staff and the Technical Advisory Committee (TAC) for how the Eugene community will reach the goal of zero fatalities or serious injuries on our transportation system
- Acting as liaisons to agencies, organizations or stakeholder groups they represent, sharing information and soliciting feedback to inform the Action Plan
- Identifying actions specific to members' organizations or agencies
- Developing the vision, goals, policies, actions, performance measures and recommendations to get to zero
- Serve as ongoing champions for implementation of the Action Plan within Task Force members organizations or agencies, as applicable

Membership

Members are community leaders from Eugene who represent agencies, organizations and/or stakeholder perspectives that will be both impacted by, and responsible for, implementing Vision Zero. The Task Force will be maintained at a membership of approximately 16 people to enable active participation. In the event of vacancies, City management may appoint replacement members. For the list of Task Force members, visit: <http://www.eugene-or.gov/3320/Community-Engagement>

Alternate Members

While committee members should make good faith efforts to participate in all meetings, alternates are permitted to serve in lieu of appointed members, as needed. To help ensure efficient Task Force operations, it is expected that members will prepare alternates to be productive participants by briefing them ahead of the meeting, sharing meeting materials, and notifying City staff of the alternate's attendance. Members should use the same person as an alternate throughout the process. Members will abide with any agreements or decisions rendered by their alternate during the meeting of their attendance.

Technical Advisory Committee

The purpose of the Vision Zero Technical Advisory Committee (TAC) is to support the work of the Task Force with technical expertise. The TAC will provide information to the Task Force by responding to requests for information from members and developing recommendations for Task Force consideration. The TAC will be comprised of staff from government agencies that are represented on the Task Force.

City Staff Support

City staff will provide administrative support to the Task Force. Staff will schedule meetings and facilities, prepare meeting agendas, take notes at meetings and other administrative functions deemed necessary and appropriate.

Duties and Responsibilities

Members are expected to be knowledgeable on the [Vision Zero Resolution \(No. 5143\)](#) passed by the Eugene City Council in November of 2015.

Prepare for and attend Task Force meetings

Members are expected to participate in approximately 6 meetings from September 2016 to July 2017. City staff will work to make meeting agendas and materials available for members to review one week prior to each meeting. Members are expected to read this information prior to each meeting. Members who miss two meetings without designating an alternative may be replaced. Members should be well informed on their respective organization's perspective, programs, issues and processes. Members are expected to report back to their constituencies and be prepared to comment on their behalf at meetings. Members are expected to speak about the project to the media and stakeholders in ways that are supportive of the Task Force process.

Meeting Ground Rules

City Public Works staff and consultants will help ensure that meetings begin and end on time. It may be necessary to conduct a time check part-way through the agenda to determine if any topic(s) need a follow up meeting or whether members are willing to stay longer to complete a discussion or decision topic. City staff will provide the Task Force with the opportunity for comments and corrections on meeting notes.

Members agree to abide by the following:

- Arrive early to begin meetings on time;
- Treat each other and staff with respect;
- Honor and respect emotions that may arise during the process;
- Listen carefully, seeking to understand each other;
- Keep an open perspective;
- Allow others to finish completely before speaking oneself;
- Raise issues honestly, clearly, and early in the process;
- Take responsibility for the success of the meeting, focus on the topic at hand and help the group stick to the agenda, seek to distinguish the non-essentials from the essentials;
- Discuss topics constructively rather than with criticism;
- Seek to provide solutions for concerns that are raised, find unity and common ground;
- Minimize distractions during meetings by putting cell phones on silent mode and avoid side conversations;
- After an absence, read materials from the missed meetings and get briefed by one's alternate prior to the next meeting;
- Avoid representing personal views as views of the committee when engaged in other forums, including contacts with the press or other stakeholders;

- Discuss any process concerns with the Project Team to help future meetings and activities work more effectively.

Meetings:

- Meeting #1: Vision Statement, Wednesday, September 21st, 2016. 1:00-3:00 pm
- Meeting #2: Wednesday, November 16th, 2016 from 1:00-3:30 pm
- Meeting #3: Wednesday January 18th 2017 from 1:00 – 3:30 pm
- Meeting #4: Wednesday, March 15th 2017 from 1:00 – 3:30 pm
- Meeting #5: Rough Draft of Plan, Wednesday, May 17th, 2017 from 1:00 – 3:30 pm
- Meeting #6: Final Draft of Plan, July 19th, 2017 from 1:00 – 3:30 pm

Decision-Making

The committee will strive to make consensus decisions on the understanding that their recommendations to the City are strengthened by high levels of agreement. Members attending each meeting, either in person or via teleconference/web-based forums will constitute a quorum for any decisions made by meeting. Decisions are intended to be final to stay on track unless the Project Team deems it important to reconsider a previous decision. Consensus is achieved when all Task Force members can accept and will support the decision. Decisions may be made by majority vote if full consensus is deemed unachievable. Task Force decisions will be understood as the most viable choice for Eugene even if it may not be each individual member's personal preference.

Public Comment

At each Task Force meeting, an opportunity will be provided for brief public comment or announcements related to agenda items. The public comment period is not to exceed 10 minutes of allotted meeting time with a maximum of three minutes per individual without the consent of the committee. Members of the public who do not have time to speak or have more to say than their allotted time allows are able to submit additional comments to City project team staff.

Acceptance of Charter

This Charter was adopted by consensus at the September 2016 meeting of the Task Force.