



Organization and Working Agreements of the River Road-Santa Clara Neighborhood Plan Community Advisory Committee

This Working Agreement outlines the expectations and guidelines for working together. It is mutually agreed upon by all committee members and used as a guiding document to conduct committee tasks in a collegial and efficient manner.

Establishment

The Community Advisory Committee is comprised of residents and property owners in the River Road and Santa Clara communities. Committee members are nominated by the Boards of the respective Community Organizations. As per the neighborhood plan Project Charter, in January 2018, the Eugene Planning Commission reviewed the nominations and confirmed the appointments, thereby establishing the Community Advisory Committee (CAC).

Purpose, Roles, & Responsibilities

Purpose

The Committee is dedicated to creating a neighborhood plan, adopted by the City and County, that advances the community vision of the River Road and Santa Clara neighborhoods while being consistent with Envision Eugene. Furthermore, the committee members are accountable to all residents, businesses, property owners, our local appointed and elected officials, and the River Road and Santa Clara Community Organizations.

General Expectations

The Community Advisory Committee is chosen by the River Road and Santa Clara Community Organization Boards to represent the varied voices of the two communities. As such, the CAC embraces the following principles:

- Be prepared
- Act as leaders within the Working Groups
- Act in a deliberative, considerate, and civil manner.

- Respect diverse community demographics and varied interests.
- Weigh all public perspectives and input.
- Practice decision making that places the needs and desires of the entire neighborhood first

There are certain tasks that will enable the CAC to act with a full understanding of the local River Road and Santa Clara context. The Committee is expected to:

- review and consider the full breadth of public input,
- participate and potentially take leadership role in Working Group activities,
- volunteer and participate in outreach activities,
- understand the existing communitywide plans and commitments, and
- review and provide feedback on all major project deliverables.

The Committee will collaborate with the Project Management Team and Technical Advisory Committee on various issues, such as representing the project at different public events and helping set meeting agendas. To that end, two designated CAC members will serve on the PMT.

The Committee will work closely with City staff and other members of the Technical Advisory Committee to reach a mutually agreed upon vision and plan that is consistent with the larger Envision Eugene community vision. Ultimately, the CAC will make a final recommendation to the elected and appointed bodies empowered to adopt the neighborhood plan.

Community Representation

Committee members should recognize their position of power and privilege and the influence of their actions on the community. It is their responsibility to strive for equitable outcomes in decision-making, creating a vision, goals and policy development, and potential future programs. Therefore, members are committed to reflecting the community we serve and intend to run a *culturally competent* group, which refers to our ability to interact effectively with people, families, and communities of all walks of life.

Note: The above paragraph was adapted from the City of Eugene Public Participation Principles.

Membership & Committee Organization

Composition

The CAC will consist of no more than 11 voting members, as listed below.

- 5 members: River Road Community Organization
- 5 members: Santa Clara Community Organization
- At least one (1) Santa Clara Community Organization residents representing areas outside the urban growth boundary (UGB).

Vacancy

If a vacancy occurs, CAC members will first request the 'alternate' member fulfill the role. If the alternate member is unable to fulfill the role, the CAC will make a request to the respective Community Organization Board to nominate a member to fill the vacancy. Eugene Planning staff will prepare materials to get the nomination confirmed by the Planning Commission.

Alternate Members

Each Community Organization Board nominated one alternate CAC member as a preparatory measure to address potential vacancies. There are no other alternates unless agreed upon ahead of time, nominated by the respective Community Organization Board, and confirmed by the Eugene Planning Commission, as per the Project Charter.

The alternate members are invited to all CAC meetings, and they are expected to participate in other activities, as noted above. However, alternate members will not cast votes in formal decision-making processes.

Committee Leadership Structure

The following provides a short summary of committee roles. The co-chairs have a unique set of expectations, while all committee members will embrace the roles included below. Co-chairs are selected through a vote of the Committee, and those seats will rotate among other CAC members through subsequent votes that occur at the conclusion of project phases.

Co-chairs

- One from RR and one from SC
- Will serve on Project Management Team with staff
- Opens the meeting and welcomes participants
- Works with staff to review and approve the meeting agenda
- Manages the facilitation of the meeting
- Leads the group in project decision-making
- Makes decisions about group process
- Generally remains neutral, but can step out of the neutral role in order to participate fully in deliberations and ongoing work.
- Primary communicator with others, including project staff, elected officials, and the media

All Committee Members

- Understand and commit to the purpose and principles of the group
- Attend meetings on a regular basis, and fully and honestly engage in the group process
- Commit to problem solving and decision-making
- Represent the interests and needs of the whole neighborhood while simultaneously viewing the community-wide issues comprehensively
- Engage in an ethical manner, follow all pertinent laws
- Act in good faith with respect for other members, thereby maintaining civility and

creating a collegial environment

Project Management Team (Staff and 2 CAC Representatives)

- Schedules meetings
- Suggests agenda items
- Takes notes and distributes draft meeting summaries
- Facilitates meetings, if requested by the CAC

Anticipated Time Commitments

Time Commitments for CAC meetings

The CAC agrees to work efficiently to maintain the overall project schedule. The Committee will abide by the following commitments.

- Meet no more than once per month, unless additional meetings are necessary for timely decision-making. This translates into approximately 24 meetings throughout the project scope.
- Additional activity is expected outside of defined meeting dates. Therefore, members will actively participate doing requested homework, reviewing materials before meetings, and contributing to project meetings.

Going beyond meetings: Representing the Project

The CAC will represent the project in a variety of ways. These include the following:

- Act as a liaison between the represented group and the project. Share information with the project team.
- Support Planning staff in presentations to City Council, Board of County Commissioners, and Planning Commissions.
- With City support, volunteer to do outreach, recruitment and awareness raising.

Meetings, Minutes, & Transparency

Meeting structure

The Chair/ Co-chairs will call meetings to order. The Committee will communicate in an organized manner following rules of common courtesy.

Additionally, to maintain a respectful working environment, Committee members will commit to the following rules at each meeting:

1. Honor the agenda; Focus on successfully completing the agreed upon agenda
2. Listen carefully to speakers
3. Focus on issues, not people
4. Be recognized by chair/ co-chair before speaking
5. Monitor your speaking time to give others a chance to speak

6. Avoid side conversations
7. Voice concerns at the meeting where the full Committee can directly address the issue.

Communication among members and with the public will be open, honest, transparent, and reflect a “no surprises” philosophy.

Agendas

The Project Management Team will draft a meeting agenda, solicit input from the CAC, and produce a final agenda. The Project Manager will distribute agendas to the CAC one week before each meeting. Committee members can suggest changes to the agenda any time before the meeting, and the Committee will reserve time at the beginning of each meeting for agenda modifications. The Chair/ Co-chair, in consultation with the Project Manager, will make the final decision about agenda modifications.

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.

Advertising

All meetings of the CAC will be posted online to the City of Eugene and Lane County public meeting calendars, in addition to the project website and the neighborhood associations’ websites.

Public Meetings

All meetings are considered public, and members of the general public may attend. Members of the public in attendance will be given dedicated time for public comment. Two or three minutes will be allotted for each speaker – to be adjusted by the CAC in order to accommodate all of those in attendance – with a maximum of 15 minutes reserved as a standing agenda item at the beginning of each CAC meeting. Members of the public are encouraged to submit their comments by email and/or bring a written statement to the CAC meeting.

In addition, the meeting agenda will include a ‘check-in’ at the end of the meeting to hear questions or closing comments from the public.

Public Comment

Prior to receiving public comment, a co-chair will read aloud the following text.

The public is welcome to observe meetings and provide written or verbal input. Comment cards are provided. All individuals are expected to observe respectful behavior during Community Advisory Committee meetings. Please turn all cell phones to silent and refrain from talking or outbursts. Anyone acting in a disruptive, disorderly or threatening manner may be asked to leave.

Meeting minutes

Summary minutes will be recorded and made available online. Summary minutes are intended to be an overview of the meeting and Committee discussions.

Meeting absences

It is the responsibility of an absent Committee member to catch up by communicating with the CAC co-chairs and/ or the Project Manager, reading the summary meeting minutes, or discussing the meeting with members who were present. Members are not obligated to spend meeting time covering something that was missed.

Decision-making Process

Decision making summary

All discussions of the CAC will be facilitated to enable full participation of all members. As determined in the approved Project Charter, the Project Manager will *collaborate* with the CAC to ensure their decision making responsibilities lead to strong recommendations.

Decision Making Styles

Style	Who decides	Description	Costs/Benefits	Importance of Decision
Delegating	PMT	A delegate (sometimes an expert) makes the decision without input from the group and shares the final decision with the larger group	Takes less time, efficient. Group may not understand or agree with who the expert is, or the decision.	Low priority decision
Consulting	Co-Chairs	Decision made by co-chair after group input	Input from group strengthens the decision. Group may not be committed to the decision.	Moderate decision
Voting	CAC (Super Majority)	75% of the group is necessary to support the proposal.	Can create winners and losers. Minority opinion may not be valued or considered. May leave unresolved conflict and some disgruntled members.	Major decision: Super Majority

Decision Making Process

The CAC will match decision making style to the importance of the decision. For instance, a super-majority vote may be used for formal recommendations on project deliverables but co-chairs may be entrusted to make minor decisions with the PMT. The CAC will consult the Project Manager to understand the impact a potential decision will have on the project scope and schedule.

Decision making requires a quorum (51% of voting members in attendance). However, the Committee will strive for full attendance when making decisions on major project deliverables. The CAC will also strive for consensus but in no case will unanimity be required to move forward. In non-unanimous decisions, committee members not in agreement with the super majority will have the opportunity to submit a minority report, expressing their reasoning for disagreement. The minority report will be included with the decision and forwarded to the relevant body.

Alternates only have voting rights if they have filled a vacant committee seat.

External Communication

Guidelines for communication with the media

If contacted by the media, CAC members will forward media requests to the PMT. The PMT has the authority to delegate a spokesperson. If members do speak to the media independently, they do so only on their own behalf and not on behalf of the group about this project, and will make this clear to the body or entity to which they are speaking.

Guidelines for communication among members, outside of regular meetings

The CAC is considered a public body. Therefore, avoid discussions of the project when a quorum of members are present outside of a CAC meeting. All project discussions should occur at a regularly scheduled and advertised CAC meeting. This approach meets the intent of the laws governing public bodies – to be transparent – and it is respectful of fellow CAC members, allowing the entire Committee and staff to be well informed and participate. Questions between meetings should be directed to the project manager, and the response should be shared with all members.

CAC members may share the committee's progress with their respective constituencies at meetings or via e-mail. Members are then responsible for providing the Project Manager with information they believe other committee members should be aware of.

Committee email policy

Email is a key method of communication for the distribution of information. Email communications should be limited to logistics (e.g., meeting times or attendance), and it is not appropriate for group discussions, deliberations, or decision-making. CAC members accept that a significant amount of emails will be distributed to the group. The expectation is that members will respond to emails within two days of receipt.

Administration and Amendments

A working agreement is a living document that can be reviewed and changed as the needs, culture, and work of the group evolve. CAC members can present amendments to the Working Agreements. By a super majority vote (3/4), the amendment will be incorporated into the document.