Comprehensive Plan Map Clarification Project

Project Advisory Committee Bylaws - Draft

APPROVED _____

ROLE

The role of the Project Advisory Committee (PAC) is to provide the Project Core Team (staff) with support necessary to create a property-specific Comprehensive Plan Map for Springfield by:

- Establishing a forum to identify, discuss, and resolve issues and concerns
- Providing information as requested
- Reviewing and providing feedback on draft work products in a timely manner

The PAC members' input will reflect their interests, expertise, and perspectives. Staff on the Project Core Team will consider this input within the context of the project purpose and relevant adopted plans and policies.

MEMBERSHIP & REPRESENTATION

The PAC is comprised of community members appointed by the Springfield Committee for Citizen Involvement. PAC members represent a range of interests. PAC membership is for the duration of the Comprehensive Plan Map Clarification Project.

While some PAC members reflect particular interest areas and can bring expertise about specific topics based on work or other experience, members participate as individuals who seek the best solutions for the community as a whole. PAC members are encouraged to communicate with their networks regarding the PAC's work, and to report concerns and questions back to the PAC and project staff.

COMMUNICATION & MEETING STRUCTURE

- All emails and other forms of communication (text messages, social media, etc.) regarding PAC business are considered public record. As such, they are subject to review upon request.
- Communications (verbal or electronic) about PAC business with other PAC members outside of meetings should be avoided to comply with public meeting laws.

- Communication with staff is encouraged to answer questions or address concerns.
- PAC meetings will be scheduled as needed but will attempt to follow the target schedule reviewed at the first PAC meeting.
- Meeting agendas (with supporting materials as needed) and the proceedings of the previous meeting will be summarized by project staff and made available to all PAC members at least one week in advance of the next scheduled meeting. At that meeting, staff will ask the PAC to approve the meeting notes as presented or approve the meeting notes with changes. Approved notes will then be made available to the public.
- PAC members may revisit topics discussed at a previous meeting. Each meeting will allow time for addressing any remaining ideas/questions.
- PAC meetings will be open to the public for observation. Notice of upcoming PAC meetings will be available on the City's event calendar and be shared with the project's interested parties list and media.
- PAC meetings will be recorded.

PROTOCOLS

As members of the PAC, we agree to the following protocols for working together:

MEETING PREPARATION & PARTICIPATION

We agree to:

- Attend all meetings and/or notify the Committee facilitator (Jacob Callister, Lane Council of Governments) of an unavoidable conflict that requires us to be late or absent. If absent from a meeting, PAC members may choose to:
  - **Before the meeting to be missed**: Provide written or verbal comments to project staff if desired.
  - **After the missed meeting**:
    - Read materials and listen to the meeting recording to hear the information presented, deliberations, and outcomes of the meeting.
    - Follow up with questions to staff. PAC members may provide written or verbal comments to project staff on materials discussed at the missed meeting.
- If able to attend, prepare for meetings by reading materials in advance;
- Arrive on time (whether virtually, by phone, or in-person);
- Missing two consecutive meetings (extenuating circumstances notwithstanding) may result in project staff forwarding the PAC member's attendance record to the Committee for Citizen Involvement for action.

MEETING CONDUCT

During meetings, we agree to:

- Listen carefully and respectfully, seeking to understand each other.
- Actively participate in the discussion by contributing perspectives and asking questions.
- "Share the air" – letting others speak once before speaking again.

- Focus on the subject at hand and help the group stick to the agenda.
- When referring to the past, link it productively to current discussion.
- Put cell phones on silent mode, avoid side conversations, and be courteous and judicious with the use of other electronic devices.

PROVIDING COMMITTEE INPUT TO PROJECT TEAM

- We will strive to make group-based input by consensus by listening to others, understanding that our input is strengthened by high levels of agreement. Consensus is achieved when all members can accept and will support the input. However, we understand that Committee-wide (i.e., unanimous) consensus is not required to move forward with meetings or products of the project.
- We will provide input to staff on specific questions and on the draft map, but we are not expected to vote and will not provide a formal recommendation to Springfield's appointed and elected officials.
- A majority of members – 5 of 8 – attending will constitute a quorum at that meeting.
- Although we will not use alternates or proxies, we will consider written comments from our fellow PAC members when they are unable to attend.
- Input to the Project Core Team will be respected as final to avoid backtracking, unless the PAC as a whole agrees there is sufficient new information to reconsider a previous input.

EXTERNAL COMMUNICATIONS

Outside of PAC meetings, members agree to:

- Support the group process in communications with others and with each other.
- Speak about their own experience in the group as individuals, but not to speak for the group. Inquiries requiring a collective response from the PAC should be referred to the City Project Manager (Monica Sather) and/or Committee Facilitator (Jacob Callister).
- Contact staff regarding suggestions to help future meetings and activities work more effectively.

EXPECTATIONS OF PROJECT CORE TEAM (STAFF)

- Schedule PAC meetings.
- Give as much lead-time as possible to alert/remind PAC members of upcoming meetings and work to keep members informed of key updates between meetings.
- Distribute meeting agendas and meeting materials by e-mail at least one week in advance of meetings.
- Provide printed materials to PAC members upon request. Requests for printed materials will go to staff at least three business days prior to the meeting to allow time for printing and coordination to distribute.
- Ensure meetings will incorporate as many opportunities for PAC discussion as possible for PAC members to interact meaningfully within the scheduled meeting time and project schedule.
- Respond to PAC members' questions between meetings as needed.