# BPAC Protocols and Ground Rules

## Roles and Responsibilities

### Members of the BPAC will:

- Attend full committee Regular Meetings approximately every other month for the duration of appointed tenure. If a member cannot attend a meeting he or she shall let Staff know ahead of the meeting time.
- Voting committee members attend Special Meetings on the alternate month from the full committee meetings.
- Actively participate in the discussion by contributing to 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 respected.
- Talk to others in the community to give and receive active transportation related information.

## Protocols

### Meeting Guidelines

- Agendas and meeting materials will be posted to SpringfieldOregonSpeaks.org and distributed by e-mail, generally one week in advance of meetings.
- Discussions will be facilitated by a Committee Chair, with support from City staff. 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.
- A time will be provided to propose agenda changes at the beginning of each meeting.
- Brief summaries will be prepared for each meeting. In addition, full recordings will be available upon request.
- At the meetings, BPAC members will:
    - Share the available speaking time
    - State their name as they start to speak (to help minutes taker)
    - 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
- For virtual meetings:
    - Turn off video if distractions occurring in the background (i.e. talking/hand gestures to people off screen, people walking behind you, TV on, etc.)
    - Stay muted except for when speaking
    - Share name when starting to speak to support people calling into meeting and recording meeting
    - Use chat box to note side issues to be addressed at a later time. Chat box is not to be used to distract from verbal conversation.
    - Either raise hand or message the facilitator in the chat to request to speak

- The Chair / facilitator will:
    - Provide opportunities for brief public comment or announcements relating to agenda items at the beginning of each Regular Meeting, not to exceed 10 minutes total with a maximum of 3 minutes per individual without consent of the committee for additional time. Time permitting, the facilitator may provide opportunities for public comment at other times during the meeting with committee consent.
    - 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 opportunity for committee members to add agenda items.
- All BPAC meetings (Regular Meetings and Special Meetings) require a simple majority of the voting membership of the Committee (as per BPAC bylaws).

## Decision-Making

- The BPAC will strive to reach consensus on 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, a vote may be called. All opinions will be part of the meeting record and will be shared with decision-makers.
- Decisions will be tabled if the committee cannot reach a decision. If new information is available, the group can revisit decisions.

## Communications Outside of Meetings

- BPAC members are encouraged to share the committee's progress with their respective constituencies at meetings, by e-mail or through newsletters.

- BPAC members are responsible for providing lead City staff (Emma Newman) with information that other committee members need to hear.
- BPAC 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. Committee members must follow the City of Springfield administrative regulations.
- Lead City staff (Emma Newman) will be responsible for distributing information to BPAC members, so everyone has the same information. Relevant discussions of issues should occur at BPAC, for the benefit of allowing all members to be informed and participate.
- BPAC members will notify lead City staff about any news media inquiries and refer requests for official statements or viewpoints to Staff. BPAC members will speak only on their own behalf and not on behalf of the group.
- All emails to and from City employees are considered public record. As such, they are subject to review from anyone upon request.
- BPAC members' contact information is to only be used by others for BPAC related communication, unless individual consent is granted to use more broadly for other topics.