

# L RTP Citizens Advisory Committee

## EXPECTATIONS AND GROUND RULES

### Our Role

#### **Providing Advice and Input**

The Citizens Advisory Committee will explore as a group many different sides of issues. Members should provide input and advice about the topics at hand, bringing their own perspectives and those of their constituencies.

#### **Making Recommendations**

The Citizens Advisory Committee is not a decision-making body. The group may make recommendations to the MPO's Transportation Technical Advisory Committee and Transportation Policy Coordinating Committee, but there is no requirement for consensus when doing so. Votes will not be taken, although the level of agreement about key items may be tested.

#### **Engaging with Your Constituency**

You are encouraged and expected to solicit the ideas and feedback of your constituency throughout this process. Additionally, Citizens Advisory Committee meetings are open to the public, and all materials and meeting notes will be posted to the project website after meetings.

#### **Speaking to the Media**

If you receive requests for interviews or other media contacts, please let the MPO's Project Manager know as a courtesy. You are free to decline any requests and direct media members to the MPO. If you do choose to speak to the media, remember that you must answer questions as an individual, rather than as a spokesperson for the Citizens Advisory Committee.

## How We Work Together

- **Recognize Individual Experience:** We recognize that we must strive to overcome historical and divisive biases, such as racism and sexism, in our society. There is no hierarchy among Committee members and each person's contribution matters. We agree that no one should be required or expected to speak for their whole ethnicity, race, or gender.
- **Respect and Accountability:** We agree to listen respectfully to each other without interruptions. Only one person speaks at a time. All feelings are valid and should be addressed with care and respect, with the goal of helping each other learn. However, this does not mean we should ignore problematic statements. We agree not to blame ourselves or others for the misinformation we have learned, but to accept responsibility for not repeating misinformation after we have learned otherwise.
- **Prepared and Present:** Please read the agenda package materials before the meeting and come prepared to dive in. (You are encouraged to limit the amount of paper you use by bringing your laptop or tablet with you; meeting rooms are Wi-Fi enabled.) Be present throughout the meeting—turn off your cell phone or silence the ring tone.
- **On Topic and On Time:** To ensure consideration of all agenda items, please focus your comments on the agenda items and topics before the Committee, keeping in mind the time allotted for each.
- **Step Up and Step Back:** If you are normally more of a listener than a talker, please make an effort to speak up and offer your thoughts from time to time. If you are more of a talker, please consider stepping back and letting others speak before you jump in.
- **Opinions:** We recognize that everyone has an opinion. Opinions, however, are not the same as informed knowledge backed up by research. Depending on the topic and context, both are valid to share but it's important to know the difference. To engage in deep learning, we will want to lean more toward informed knowledge.
- **Ask for Clarification:** It's okay not to know. Keep in mind that we are all learning and are bound to make mistakes when approaching a complex task or exploring new ideas. Be open to changing your mind and make space for others to do so as well.