

West Eugene Collaborative

Draft Operating Agreements August 16, 2007

1. Purpose and Scope

The purpose of the West Eugene Collaborative is to develop an integrated and broadly-supported land use and transportation solution that will facilitate movement of people and commerce from/through/to west Eugene and west of Eugene while enhancing community, business and the environment.

2. Collaborative Members

The following people from different organizations will be members of the Collaborative representing the interest, group or government indicated.

<u>Member</u>	<u>Organization</u>	<u>Constituency</u>
John Allcott	Preferred Futures	Environment
Susan Ban	Social Justice	Community
Rick Crinklaw	Chamber of Commerce	Business
Rick Duncan	Eugene Planning Commission	Business
Ed Durkee	Accessibility	Community
Bill Fleenor	Lane County Commission	Government
Lisa Gardner	Eugene Planning	Government
Gerry Gaydos	LTD- Steering Comm. For W. Eugene	Government
Ric Ingham	City of Veneta	Government
Anita Johnson	At-Large	Environment
Pat Johnston	West Eugene Wetlands Partnership	Government
Don Kahle	At-Large	Community
Kevin Matthews	Friends of Eugene	Environment
Bill McAfee	USF Reddaway	Business
Ed Moore	ODOT	Government
Deborah Noble	At-Large	Environment
Mary O'Brien	At-Large	Environment
Kitty Piercy	Mayor of Eugene	Government
Emily Proudfoot	Eugene Public Works	Government
Chris Pryor	Eugene City Council	Government
Larry Reed	Transportation Planning	Business
Rusty Rexius	West Eugene Business	Business
Jack Roberts	Lane Metro Partnership	Business
Mark Schoening	Eugene Public Works	Government
Tom Schwetz	LTD	Government
Ollie Snowden	Lane County Public Works	Government
Charles Snyder	Residents for Responsible Rapid Transit	Community
Tom Stinchfield	Lane County Public Works	Government
Paul Thompson	LCOG	Government
Jim Welch	Eugene Association of Realtors	Business
Gary Wildish	Chambers Construction	Business

Sue Wolling	Alternative Modes of Transportation	Community
Jan Wostmann	Neighborhood Leaders Council	Community
Rob Zako	1000 Friends	Environment

Collaborative members represent the interest, group, or government for which they are listed, and are responsible for keeping that group informed and soliciting feedback and support for the recommendations developed and agreed to by consensus.

3. Roles of Collaborative Members and the Facilitators

The West Eugene Collaborative is composed of people interested in solutions for the future of transportation, commerce, community, and the environment in and adjacent to West Eugene. Members include people who work, recreate, or reside in the West Eugene area as well as individuals representing affected governments, agencies, and organizations.

Members expect to:

- Attend all meetings and prepare appropriately. Due to the complexity of the West Eugene area land use and transportation and the importance of timely decisions, the sending of alternates is discouraged except as necessary to ensure representation of certain organizations or interests. If a group member cannot attend a meeting, written comments should be sent to the facilitator prior to the meeting,
- Clearly articulate and reflect the interests they bring to the table,
- Listen to other points of view and try to understand the interests of others,
- Openly discuss issues with people who hold diverse views,
- Actively generate and evaluate options for group consideration,
- Direct questions or issues arising about the process to the Collaborative for resolution.
- Keep their agency or organization informed of the Collaborative's work.

The facilitators will:

- Propose and implement discussion procedures,
- Work with the Agenda Subcommittee to design meeting agendas,
- Conduct meetings,
- Make strategic suggestions as appropriate,
- Develop and maintain an email list for distribution of information,
- Prepare a meeting summary for distribution to members and other interested individuals after each meeting,
- Remain impartial toward the substance of the issues under discussion,
- Remain responsible to the full Collaborative and not to individual members or interest groups,
- Enforce discussion guidelines accepted by the Collaborative, and
- Work with members to resolve process questions, and construct substantive options for the Collaborative consideration as appropriate.

Consensus and Consensus Decision Making

- Decisions on recommendations will be made by consensus of all named West Eugene Collaborative members.

- Consensus means the willingness to go along with the decision either in active support of it or in not opposing it.
- The commitment to work for consensus means that members will:
 - participate in the give and take of the process in a way that seeks to understand the interests of all,
 - actively generate proposals thought to be workable for all, and,
 - work together to reach consensus.

Consensus decisions will be made during the meetings of the Collaborative will be highlighted in the meeting summary and posted with the narrative and date of the decision, on the website: <http://www.orconsensus.pdx.edu/WestEugeneForum.php> Collaborative members may then consult with their necessary constituencies. Any Collaborative member wishing to question a consensus decision may do so via email at least two weeks prior to the next meeting of the Collaborative. In questioning a decision, members have an obligation to propose alternative language that they believe will be acceptable to all.

Meeting and Discussion Guidelines

The West Eugene Collaborative seeks to have productive and useful meetings. To this end, our collective expectations are:

- Meetings will be scheduled as needed for the Collaborative to review drafts produced by the task forces, to provide guidance back to the task forces and to make decisions needed to keep the project moving. The meetings will contain enough time to provide for in-depth discussions, work, and active decisionmaking.
- Meetings will begin promptly and adjourn by the time specified on the agenda.
- Members will arrive on time and stay through the entire meeting.
- The facilitators will call on people to speak during the meetings.
- Only one person will speak at a time.
- Members will focus on substantive and procedural issues rather than personalities.
- Members will avoid side conversations that might be disruptive.
- Members should ensure cell phones are turned off and not use them for text messaging or emailing during meetings.
- Members will be brief in their comments and avoid repeating themselves or others.

The facilitators will distribute material, including an agenda, at least five working days in advance of meetings. Members expect to read the material beforehand and come prepared to contribute to the discussions.

4. Task Forces

- Will be created for specific tasks and issues by the West Eugene Collaborative,
- Members are encouraged to provide agenda suggestions to any members of the Agenda Subcommittee (Susan Ban, Anita Johnson, Pat Johnston, Kitty Piercy, Emily Proudfoot, Tom Schwetz, Charles Snyder and Rob Zako) or the facilitators at least two week prior to the next scheduled meeting.
- Will generally consist of seven to ten Collaborative members plus others as needed.,
- Represent diverse perspectives as appropriate to the issue,
- Respond to Collaborative requests for information, options, and/or recommendations,
- Report directly to the Collaborative, providing drafts to the facilitators for review by the Collaborative eight days before the next meeting,

- May be temporary or ongoing and of shifting membership as determined by the task(s) and the Collaborative.

5. Outside Interested Persons

Members of the public are both invited and encouraged to attend any or all Collaborative meetings and agendas will be posted five days prior to each meeting. Outside interested persons

- May be invited to meet with the Collaborative to provide information and suggestions,
- May be requested to serve on a Task Force,
- Will be informed of Collaborative agendas, progress, and decisions via a website,
- Will be able to provide direct input to the Collaborative at any meeting during a brief public comment period at the beginning or end of each meeting.

The Collaborative will design and implement events and procedures for effective communications and conversations with the public, affected stakeholders, government representatives, and others as this is essential to design wise and broadly-accepted solutions.

6. Contact with the Media

Inquiries from the media are welcome and Collaborative members and the facilitators are free to respond. Reporters are included on the Collaborative email list so they will receive material and announcements at the same time as Collaborative members and other interested people.

Reporters may be referred to the project website:

<http://www.orconsensus.pdx.edu/WestEugeneForum.php>

for current and background information . Collaborative members may offer their own opinions but should not characterize the views or actions of others.

These “Operating Agreements” will evolve as needed to continue to meet the needs of the Collaborative.