

Working Groups Purpose and Protocols

Clackamas County has convened two working groups for the Clackamas Regional Center (CRC) Connections project. This document outlines the purpose, role and protocols for these groups.

Purpose and Role

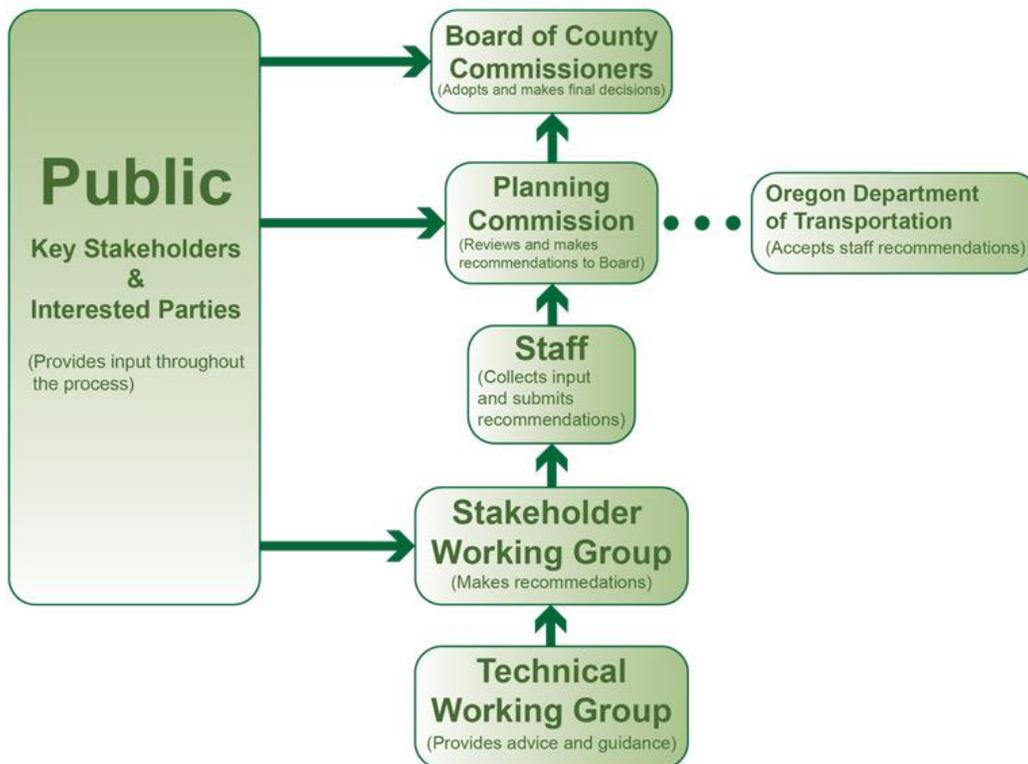
Stakeholder Working Group

The Stakeholder Working Group (SWG) advises County staff on issues of concern to communities, interest groups and public agencies in the area. The SWG is comprised of stakeholders representing a wide range of interests in the project. The SWG will make recommendations to County staff, particularly with regards to establishing the multimodal mixed-use area boundary, developing transportation and safety performance standards, and preferred funding mechanisms.

Technical Working Group

The Technical Working Group (TWG) serves an advisory role to the Stakeholder Working Group and County staff on technical issues regarding the CRC Connections Project. The TWG is comprised of transportation and planning staff from various agencies in the area.

Decision-making and Input Structure



Meeting Protocols

The working groups are collaborative. Members agree to the following protocols as a basis for working together:

Ground Rules for Meetings

As members of the working group, we agree to:

- Turn off cell phones or put them on silent mode for the meeting.
- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Provide a balance of speaking time – let others speak once before speaking twice.
- Focus conversations on moving forward. When discussing the past, link the past to the current discussion constructively.
- Raise issues honestly, clearly and early in the process, and recognize that silence will be interpreted as acceptance of the direction of the group.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda.

Other meeting protocols

We agree to:

- Conduct our work through facilitation.
- Support the facilitator in ending meetings on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if the item can be rescheduled.
- Attend meetings and prepare for meetings by reading materials in advance and arriving on time.
- Respect the time of others. Notify Abbot Flatt 503-742-4533, AFlatt@cclackamas.us if we have an unavoidable conflict that requires us to be late or absent.

Accessibility to the public

To ensure a transparent and accessible process, we will:

- Hold our meetings open to the public, and provide meeting materials online.
- Offer opportunities for public comments at meetings.
- Encourage members of the public to provide more thorough comments in writing when needed.

Communications

Regarding communications outside of meetings, we will:

- Not take actions or discuss issues in any way that undermines the group process.
- Call or email the key staff liaison with information that the other members and the project team need to be aware of. Abbot Flatt: ((503) 742-4533, AFlatt@clackamas.us)
- Direct any media inquiries about the project to Ellen Rogalin, Clackamas County Community Relations Specialist, 503-742-4274, EllenRog@Clackamas.us
- Discuss the project with our constituents and peers, but be careful to distinguish our personal views from those of the working group.