

Business Oregon's Special Public Works Fund Committee Guidelines

Purpose

The committee will review, evaluate, and make recommendations related to the Special Public Works Fund and Water Wastewater Financing Program. These programs provide loans and grants to public entities throughout Oregon to finance needed public infrastructure. This group will serve as an advisory committee of representative stakeholders to take a big picture look at these programs, discuss the program objectives and current issues, and seek consensus around any program practice, rules, policy, statutes, and fund management recommendations.

The committee will meet monthly from January to June 2018, on the first Friday of each month at 10 a.m. for approximately 2 hours.

Accessibility to the Public

- While the primary purpose of the meetings is to provide a forum for the deliberation of the committee, meetings will be open to the public for observation and total of ten minutes during each meeting will be reserved for public comment.
- Interested members of the public are encouraged to provide information and comments in writing. All written comments will be circulated to each member of the committee.

Ground Rules

As a group of well-intentioned, reasonable people, we agree to follow the following guidelines while we work together:

- Be present.
- Provide a balance of speaking time—share the air, let others speak once before speaking twice.
- Seek to learn and understand each other's perspective.
- Encourage respectful, candid, and constructive discussions.
- Seek to resolve differences and reach consensus.
- Discuss topics together rather than in isolation.
- Make every effort to avoid surprises.
- Focus questions and comments on the subject at hand and stick to the agenda.
- Put cell phones on silent mode.

Participation Guidelines

- Attend all meetings.
- Confirm attendance with Daniel Holbrook or Adrienne DeDona prior to the meeting.
- Due to the limited number of meetings, designating alternates will not be an option.
- Specialized staff from may attend meetings to provide comments or share information.
- Stay fully briefed of all committee meeting discussions and deliberations.
- Review study reports and materials produced by Business Oregon staff.
- Recommendations of the committee will be transmitted to staff for their consideration.
- Recommendations should reflect the needs of the community and industry best practices.
- Work with other committee members to identify shared solutions where possible.
- Strive to keep the people they represent informed about the process.
- Provide feedback about the process to the facilitator so improvements can be made quickly.

Communications between meetings

- Support the group process in our communications with others and with each other.
- Call or email Daniel Holbrook and Adrienne DeDona with information that the other members and the project team need to be aware of.
- Notify Daniel Holbrook about any communications with the news media.
- Individuals will not represent their personal views as views of the committee when engaged in other forums where the same issues are under discussion, including contacts with the press or representatives of the Legislature.

Decision-making

- Make decisions that are consistent with the agreed-upon purpose and criteria for this project.
- “Freeze” topics if the committee as a whole cannot reach consensus.
- Before decision points, clearly define what information is needed to make a firm decision.
- Work toward consensus on all major decisions. Consensus is the point at which all team members can support the decision as the most viable decision for the group as a whole (although it may not be their personal favorite).
- If it is clear, after repeated attempts to find a solution all can support, that no consensus is possible, the committee’s recommendation will be the majority opinion (2/3 of the votes cast). We will record all other positions and move on.

Facilitator will:

- 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 time for public comment and ensure that public comment is an item on each agenda.
- Keep a running list of Action Items from each meeting.
- Enforce committee meeting guidelines.

Staff will:

- Summarize committee actions and request for additional information.
- Provide and distribute agendas and materials in advance of meetings.
- Arrive early to meetings.