



# BPAC Protocols and Ground Rules

## Roles and Responsibilities

### Members of the BPAC will:

- Attend full committee 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 subcommittee 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 are to be respected.
- Talk to others in the community to give and receive bike and pedestrian information.

### The Chair / 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.
- Provide opportunity for committee members to add agenda items.

## Protocols

### Meeting Guidelines

- Meeting materials will be 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 audio recordings will be available.
- At the meetings, BPAC members will:
  - Share the available speaking time
  - 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
- The Chair / facilitator will provide opportunities for brief public comment or announcements relating to agenda items at the beginning/end of each meeting, not to exceed 10 minutes of allotted meeting time with a maximum of 3 minutes per individual without consent of the committee. Time permitting, the facilitator may provide opportunities for public comment at other times of the meeting with the consent of the committee.

### **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 Emma Newman (lead City staff) 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.
- Emma Newman (lead City staff) will be responsible for distributing information to BPAC members, so everyone has the same information. Relevant discussions of issues should occur at the BPAC table, for the benefit of allowing all members to be informed and participate.
- BPAC members will notify Emma (lead City staff) about any news media inquiries and refer requests for official statements or viewpoints to Emma. 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.