

Fresno COG – 2014 Regional Transportation Plan Roundtable (RTP Roundtable)

Guidelines

1. Purpose and Responsibilities

The following describes the purpose and responsibilities of the Fresno COG RTP/SCS Roundtable (RTP Roundtable).

Purpose and Membership

The purpose of the RTP Roundtable is to support the Fresno COG staff and COG standing committees in the development and preparation of the 2014 Regional Transportation Plan and Sustainable Communities Strategy. It is vital to the success of the process that the RTP Roundtable is a constructive forum for the input of an informed and active local constituency. While the RTP Roundtable will provide comments and recommendations on issues related to development of the 2014 RTP/SCS, the final decisions on the RTP will be the responsibility of the Fresno Council of Governments' Policy Board.

The RTP Roundtable will build upon the existing SB 375 Task Force and recruit members from sectors identified in Fresno COG's RTP Public Outreach plan. To ensure accountability of the committee process to the COG Policy Board, and ultimately to the citizens of Fresno County, the chair of the RTP Roundtable will be a representative of one of COG's member agencies. Applications for membership to the RTP Roundtable will be available in June 2012 and approved by the Board in September.

The RTP Roundtable will include the following members:

- Fresno COG's 16 Member Agencies (1 representative from each)
- SJV Air District (1 representative)
- LAFCo (1 representative)
- Caltrans (1 representative)
- Public Transportation (1 representative)
- Valley Blueprint Planners Chair (1 representative)
- Agriculture (1 representative)
- Building/Development (1 representative)
- Environmental Advocate (1 representative)
- Environmental Justice Community (1 representative)
- Bicycle/Pedestrian advocate (1 representative)
- Banking, finance or real estate (1 representative)
- Health Advocate (1 representative)
- Affordable Housing Advocate (1 representative)
- Goods Movement (1 representative)
- Broad-based business organizations (1 representative)
- Tribal Governments (1 representative)
- At Large (3 representatives)

** If more than one representative from a given agency is present, only one such representative shall take part in the Roundtable's consensus related discussions.*

Responsibilities

RTP Roundtable members are responsible for representing the interests and concerns of the organizations, institutions, or constituencies that have nominated them. Therefore, RTP Roundtable members will be expected to consult with these entities and constituencies on a regular basis concerning the discussions and recommendations of the RTP Roundtable.

RTP Roundtable members are expected to remain on the committee for the duration of the project. If a member leaves the RTP Roundtable for any reason, s/he will be replaced with another member from the same stakeholder category.

RTP Roundtable members are expected to listen to presentations and/or review materials and provide comments on project goals and principles, stakeholder involvement/public outreach, and draft elements for the Regional Transportation Plan. They are expected to arrive at meetings having familiarized themselves with agenda materials and prepared to act on agenda items as recommended by staff.

Ad Hoc Technical Work Groups: During the development of the RTP, staff may determine that it is necessary to create an ad hoc technical work group to address certain issues (i.e. RHNA, Environmental Justice, Modeling etc.). These work groups will present their findings to the RTP Roundtable for review and comment.

2. Meetings

The following items are intended to guide the conduct of Fresno COG RTP Roundtable meetings.

Agendas

COG staff will distribute meeting agendas and background materials one week before the scheduled meeting date. The final agenda will be issued a minimum of 72 hours ahead of the meeting date. Agendas will be developed by the Project Manager in consultation with the RTP Roundtable Chair.

The agenda typically will include the following:

- Starting Time and Meeting Location
- Introductions
- Review and Approval of Draft Meeting Notes from the last meeting – (Suggested modifications should be called ahead.)
- Scheduled Agenda Items
- Public Comments
- Confirm Date and Time of Next Meeting – (If a regular meeting time is not set.)

Attendance

There will be several RTP Roundtable meetings over the course of the Fresno COG planning process. A tentative meeting schedule will be set at the first meeting. The final meeting dates will be scheduled on a meeting-to-meeting basis, depending on what works best for the Roundtable members and staff. RTP Roundtable members must make a good faith effort to attend all meetings. If a member is unable to attend a meeting, they should notify the RTP Project Manager a minimum of 24 hours before the meeting is scheduled to convene. Members that must miss a meeting may submit written comments. All meetings of the RTP Roundtable will be open to the public. However, only Roundtable members or their alternates may participate in decision making related to input provided by the Roundtable. Observers must identify themselves when they speak.

Meeting Notes

Draft meeting notes will be prepared and distributed with agendas before the next meeting. Approval of meeting notes shall occur at the next meeting with the support of the majority of members present.

Ground Rules

Ground rules provide a common understanding so that Roundtable discussions proceed effectively. The rules help efficiently use participants' time and resources in achieving consensus. These ground rules serve as the group's "agreement" for collaboration and consensus building. Effective communication is important to understand various viewpoints. Accordingly, the RTP Roundtable members are encouraged to listen to other Roundtable members, staff, guests, and the public when they speak. Following is a set of "ground rules" that should be observed:

- Treat each other with respect and courtesy at all times.
 - Stay focused, on topic and be succinct.
 - Keep open minds; think outside the box.
 - Keep the focus on solving the problem.
 - Focus will be on issues, not individuals.
 - Come prepared to meetings (reading advance materials, etc.).
 - Meetings will start and end on time, unless extended by action or the Roundtable.
 - Focus will be on areas of high priority (defined by the RTP Roundtable), as time is limited.
 - Cell phones will be turned off at the beginning of meetings
 - The Chair will take control of the meeting to ensure ground rules are followed.
1. RTP Roundtable members are asked to refrain from making statements to members of the news media about the project. The Project Manager or Fresno COG Executive Director will be the only persons representing the views of the Roundtable to the media in a careful and balanced manner. When presentations are being made to the Roundtable, they should proceed without interruption. Questions and comments should be made following the completion of the presentation. In the event that a meeting becomes chaotic, any member may '*Call for Order*', a non-debatable action.
 2. The chair will exercise rules of order to ensure that the meeting is conducted consistent with the approved agenda, that participants are treated with courtesy and are provided sufficient time to express their views and that voting is clear and understandable.

3. Unless otherwise directed by a majority of committee members present, committee recommendations will be decided by voice vote or roll call.

3. Public Comment

The public may provide comment at specified times throughout the course of RTP Roundtable meetings, which include:

- During the course of a discussion on an agenda item.
- During the Public Comment agenda item.

The Chair may limit to three minutes the length of time a member of the public speaks on a particular agenda item. Generally, guests who have been invited to contribute to the discussion of an agenda item may speak for a time specified by the Chair. The RTP Roundtable should consider all public comments but is not obligated to respond to public comments.