

# Advisory Group Charter

As approved by the Advisory Group on Nov. 10, 2016



## Purpose

The purpose of the One Center City project is to bring together many communities, perspectives and partners to create a 20-year plan for how we move through, connect to and experience Center City. It is a public/private partnership between the City of Seattle, King County, Sound Transit and the Downtown Seattle Association. The project will create a 20-year vision and action plan, including near-term recommendations, to improve transportation and the public realm for everyone – whether by foot, bike, freight, car or transit. The Advisory Group (Group) will be comprised of stakeholders representing various interests. The Group will provide the partner agencies with insights, input and feedback during development of the near-term recommendations and the 20-year vision and action plan with the goal of designing approaches that foster accessibility, equity, and safety for all Center City users.

## Roles and Responsibilities

### *Partner agency leadership and staff*

- Provide project purpose and need, goals and the factors/priorities involved in developing plans/recommendations.
- Provide relevant information and materials to the Group in a timely fashion and in accessible formats before meetings.
- Provide technical experts to offer deeper understanding of topics and inform Group dialogue.
- Consult with the Group, listen carefully and consider their input prior to developing final recommendations/plans.
- Share current and emerging information with the Group.
- Listen to and summarize feedback from the Group on key products throughout the course of the project and be transparent as to how the Group's feedback is incorporated.
- The partner agencies shall ultimately determine recommendations and decisions to be included in the 20-year vision and plan.

### *Members*

- Review materials in advance of meetings.
- Share discussion time, encouraging everyone to participate fully.
- Consult with their communities/constituencies on a regular basis about the discussions and recommendations of the Group.
- At each meeting, members will be given an opportunity to report what they hear from their communities/constituencies.
- Participate in future public engagement opportunities when broader community input is solicited.
- Provide review and feedback during the development of key planning documents and products.
- The Group may form *ad hoc* working groups or elect Group leadership as needed to facilitate future work and review.

### *Facilitator*

- Serves as an impartial individual who guides the process, including facilitating advisory group meetings.
- Keeps the group focused on the agreed-upon task, suggests alternative methods and procedures, and encourages participation by all group members.

## Advisory Group Charter

As approved by the Advisory Group on Nov. 10, 2016



- Works with the partner agencies to coordinate meeting logistics, prepare meeting agendas and materials (including meeting summaries and reports).
- Assists in keeping communication open between the Group and project staff. In particular, the facilitator will work to assure relevant information is provided in a timely and effective manner.

### **Norms For Our Work Together**

- Be willing to have an open mind and come to meetings prepared for discussions. Members will share interests and objectives with all Group members and openly discuss the reasons behind their statements, questions, and actions.
- Listen and recognize the legitimacy of the concerns and interests of others whether or not they are in agreement with them.
- Explore issues from all points of view before forming conclusions.
- Respect each other's time by being punctual. Meetings will begin and end on time, unless otherwise agreed to by the AG members.
- Come to meetings prepared, having reviewed any materials sent in advance
- If members are no longer able to participate a replacement will be appointed by partner agency leadership.
- Members will commit to regular evening meetings that will last for two hours; however, longer meetings of up to three hours may be scheduled, as needed and with prior Advisory Group approval.

### ***Informing plan development recommendations***

- Group members will strive to collectively make reasonable requests and suggestions through a cooperative and collaborative discussion process with the partner agencies.
- Group comments and opinions may not be unanimous during discussions. The facilitator is responsible for seeking and probing for group preferences. It is the responsibility of each member to voice dissent if s/he cannot live with any particular recommendation.
- All Group feedback will be considered by the partner agencies.

### ***Meeting ground rules***

- Treat one another with civility.
- Respect each other's perspectives.
- Listen and participate actively.
- Create space for others to share ideas.
- Honor each other's time by being succinct and to the point.
- Express yourself in terms of your needs and interests and the outcomes you wish to achieve.
- Silence electronic devices during meetings.

### ***External communications***

- Group members will be able to communicate with each other outside of the meetings through an established online forum.
- Members will avoid characterizing the views or opinions of other Group members outside of any Group meeting or activity.
- Group members will accurately convey comments and discussions as they were stated.

## Advisory Group Charter

As approved by the Advisory Group on Nov. 10, 2016



- Group meeting materials, such as agendas, summaries, and PowerPoint presentations will be posted on the One Center City website for Group members, their constituents and the general public.

Note: Group member names and affiliations will be included in these materials and will be listed on the project website.