

Introduction

The City of Ann Arbor is forming a Citizen Advisory Committee (CAC) to provide feedback toward the upcoming update to the city's Comprehensive Transportation Plan, *Ann Arbor Moving Together Towards Vision Zero*. The information that follows describes how the CAC will function.

Purpose

The CAC is intended to provide feedback, from a community perspective, on the Comprehensive Transportation Plan development, including its scope, content, direction and recommendations, and to provide guidance on the best approaches for engaging stakeholder groups and the broader public over the course of the project.

Membership

The CAC consists of individuals with a broad spectrum of interests related to the city's efforts to update its Comprehensive Transportation Plan. A balance of viewpoints will be sought in the selection of committee members, while ensuring that all committee members are capable and committed to engaging in the entire process. Views of CAC members will not necessarily reflect views of groups and organizations from which they are affiliated. A roster of membership is attached to this document.

CAC Role

The Comprehensive Transportation Plan development will be managed by city staff with consultant support and assistance from a Technical Advisory Committee (TAC). The CAC will provide feedback at important project milestones and provide project information to the groups/agencies for which they represent.

The CAC will serve in an advisory capacity and will not have independent authority to address problems which may be identified during the feedback process. The CAC will not be the principal decision-maker during the Comprehensive Transportation Plan development process. Feedback from the CAC will be communicated to a TAC, composed of city staff and other agencies for final decisions and project direction.

Operating Principles

CAC meetings will be chaired by the staff Project Manager, Eli Cooper, and/or the consultant, and will follow an established agenda to be distributed by email prior to the meeting along

with supporting documents and supplemental information, as necessary. CAC members will be expected to read and familiarize themselves with the content of this material prior to meetings and be prepared to engage in substantive discussion of the agenda topics. CAC meetings will be conducted as open meetings, including time designated for public comment.

Schedule

The CAC will serve from May 2019 through Summer of 2020 at which time the Comprehensive Transportation Plan will be essentially complete and the need for ongoing feedback will conclude. The CAC will meet four times during the project at important milestones. CAC meetings will typically be scheduled to run for two hours and will be held at a conference room in a convenient downtown location on a weekday afternoon.

CAC members are expected to attend and participate in all four meetings unless an unavoidable conflict arises which necessitates an absence. Prior notice shall be given to the Project Manager if a member is unable to attend a CAC meeting.

Code of Conduct

At the first CAC meeting, the body, as a whole, will agree to a Code of Conduct in order to move efficiently through the process. Code of Conduct examples that will be considered include:

- Treat each other with dignity and respect.
- Listen first to understand. Remain open to other viewpoints and avoid reactions that could be interpreted as dismissive or critical toward others.
- Support each other
- Avoid territoriality. Try to think about what's good for neighbors and groups, as well as the city collectively.
- Come prepared to meetings showing value and respect for the time and convenience of others.
- It's okay to be the messenger with bad news. We will greet it with a problem-solving approach.
- The discussion of issues, ideas, and direction will not bring about personal attacks.
- Discussion at meetings shall not be continually revisited/revised at future meetings. Items that require clarification should be directed to the Project Manager and should not be discussed during valuable and limited meeting time.
- Those who must miss a meeting are expected to bring themselves up to speed (via reading the meeting summary and talking to others) prior to the next meeting, accept that they have missed an opportunity to contribute on a certain topic, and should not expect a rehash of a discussion that was missed.

Miscellaneous

The Comprehensive Transportation Plan update and development process will be conducted in an open and transparent manner to the maximum extent possible. Attendance at CAC meetings by the general public or non-members will be welcomed and will follow the guidelines in the Open Meetings Act.

