

# Mobility Advisory Committee Charter At-A-Glance

## CHARTER ELEMENTS

### Purpose:

The Mobility Advisory Committee (MAC) reviews and provides feedback on projects, provides a platform for stakeholders to inform ODOT decision-making, and focuses on upholding ODOT’s work zone safety goal of zero fatalities and injuries.

### Primary Functions

The MAC advises ODOT on:

1. Projects with permanent ORS 366.215 reductions.
2. Projects with permanent, non-ORS 366.215 reductions.
3. Projects with temporary mobility & work zone safety considerations.

### Goals & Priorities

1. Communication
2. Work Zone Safety
3. Critical Routes
4. ODOT’s [Mission](#)

## Membership, Roles/Responsibilities

Membership includes stakeholders from two groups:

1. **Mobility Advisory Committee:** Addresses projects not subject to ORS 366.215.
2. **Stakeholder Forum:** Defined in [OAR 731-012-0020 \(15\)](#) to review reductions subject to ORS 366.215.

All participants in MAC meetings will:

- Bring expertise to the table and make recommendations based on the good of all users and the agency.
- Actively participate, voice support, opposition, or provide alternatives, and challenge assumptions.
- Engage in professional and respectful conversations to provide feedback and input on projects.
- Openly deliberate issues in order to better understand risks, unintended consequences, and impacts.
- Follow procedures and policies to ensure consistency and alignment.

The charter further defines specific responsibilities for MAC members, the ODOT Statewide Project Delivery Branch, Region Mobility Liaisons, the Mobility Services Team and the ODOT Traffic and Roadway Sections.

## APPENDICES

### A: DEFINITIONS, STANDARDS & RESOURCES

This appendix defines terms and acronyms used in the charter and appendices, and provides standards for horizontal and vertical clearance.

### C: PROJECT REVIEW CRITERIA

This appendix is a guide for determining which projects need to be shared with the MAC, and how they should be shared; via email, consent calendar, or formal presentation (meeting).

The type of impact (low to high) determines the engagement process.

### B: TABLE OF AUTHORITIES

This appendix provides a list of Oregon Revised Statutes & Administrative Rules, Federal Regulations, ODOT policies, directives, operational notices, manuals and other guidance relating to projects with permanent and/or temporary reductions/restrictions subject to review.

1. PERMANENT REDUCTION PROJECTS SUBJECT TO ORS 366.215 REDUCTION IN VEHICLE-CARRYING CAPACITY		
Low Share via ORS 366.215 Consent Calendar <sup>7</sup>	Moderate/High Share via meeting	
2. PERMANENT REDUCTION PROJECTS NOT SUBJECT TO ORS 366.215 REDUCTION IN VEHICLE-CARRYING CAPACITY		
Low/Moderate Share via email	High Share via meeting	
3. TEMPORARY WORK ZONE IMPACT PROJECTS		
No/Low Impact Not Required to Share	Moderate Share via email	High Share via meeting

## D: MEETING GUIDELINES

### Project selection, meeting schedule & structure

Projects are selected based on the criteria in Appendix C as well as additional data as necessary, and scheduled based on urgency. Meetings are held on the 2<sup>nd</sup> Thursday of each month. Agendas & supporting documents are posted at least a week prior to each meeting. Meetings are divided into distinct segments to identify projects subject to ORS 366.215 and projects with non-ORS 366.215 impacts.

### Consensus (Used for Recommendations)

The committee uses a consensus model for making recommendations to ODOT that includes collaboration, cooperation and egalitarianism. The consensus process includes the following:

1. Members collaboratively discuss proposal generated by ODOT region staff.
2. Members request modifications (if needed) to the plans to address specific issues/concerns.
3. ODOT project team modifies the proposal as needed (if feasible) to generate as much agreement as possible.
4. Committee members and ODOT staff engage in good faith to reach consensus for support.
5. Members acknowledge unsatisfied concerns through dissent options (declaring reservations, stand asides, and objections).

### Issue Resolution

Issue resolution begins at the project level and progresses, if necessary, to the division administrator level. Appendix D provides a chart that outlines the issue resolution process.

### Recordkeeping

- **Minutes/Action Items:** Draft posted within 10 business days after each meeting. Final minutes published on the [Mobility Meeting Records web page](#) and [ORS 366.215 Records web page](#) (if applicable).
- **Mobility Considerations Checklist:** Used to document temporary work zone restrictions.
- **ORS 366.215 Records of Support:** Used to document Stakeholder Forum support for proposed actions subject to ORS 366.215.
- **Documented Agreement for Roundabouts** (not subject to ORS 366.215): The MAC meeting minutes are used to document the agreement to meet the requirements of [ODOT Directive DES-02](#).

### Work Sessions

Separate work sessions may be held to follow up and examine specific issues raised during MAC meetings, or (for high impact projects) prior to a MAC meeting to pro-actively address potential issues and concerns. Guidelines are provided for scheduling and conducting the work sessions.

### MAC Meeting Facilitation

Regular meetings of the MAC are recorded and facilitated by the Mobility Services Team. The facilitator will take roll call, ask for approval of the previous meeting minutes and review the agenda at the top of the meeting. If there are items on the ORS 366.215 Consent Calendar, the facilitator will ask for approval of the calendar at the top of the Stakeholder Forum portion of the meeting before the other ORS 366.215 presentations begin. The facilitator will manage Q&A, the consensus decision-making process, and provide objective analysis (when appropriate) based on statute, rule, policies and procedures.

### Presentations

Presentation templates are required for presenting information to the committee and are available on the [Mobility Planning and Guidance](#) web page. Presentation materials are due to the Mobility Services Team at least 3 weeks prior to the meeting. Presenters should engage the committee as early as possible to allow for a collaborative process with stakeholders.

### Mobility Services Team (MST) Region Support

The MST assists the Regions in preparing for MAC meetings by participating in dry runs, reviewing and providing feedback on presentations, identifying potential issues/concerns and mitigations, providing training, providing support for developing transportation management plans, and prioritizing projects submitted for the MAC agenda.

### Charter Amendments

ODOT will review the Charter on an annual basis, but retains the right to make updates at any time to address policy changes and/or Department direction. ODOT will notify the MAC when changes are necessary, and will solicit input from the Committee as appropriate.