

**California Transportation Plan**  
**Policy Advisory Committee Proposed Ground Rules**

10/22/2008

1. Each person recognizes this is a collaborative process and agrees to participate in good faith, including a willingness to listen to others' points of view.
2. Each person agrees to strive to understand the core values of the other participants.
3. Each person recognizes the importance of attending meetings and agrees to make every effort to attend each meeting. A participant may name an alternate to participate in meetings which the member is unable to attend, and if an alternate is named, that alternate accepts the responsibility of assuring continuity in participation. Each person has the responsibility to keep his or her alternate informed.
4. Meeting proceedings will be recorded by the facilitator and summaries will be posted electronically on the CTP 2035 Web Portal
5. We encourage open and free exchange of ideas, viewpoints, and information prior to achieving consensus. Consensus decisions shall be defined as decisions that all the meeting participants can live with, with no meeting participant adamantly opposed. Each person at meetings agrees to make every reasonable effort to hear and accommodate the concerns of those not in agreement.
6. Each person agrees that to the extent the participants do not reach consensus on all points, the group may indicate the issues on which agreement was reached and those on which agreement was not reached and move on.
7. Each person agrees to turn cell phones and other electronic communication devices off or to vibrate during meetings.
8. The facilitator will work to ensure that the process runs smoothly. The facilitator will neither agree nor disagree with positions taken or proposals advocated. The facilitator may intervene to keep discussions on track and on time. The facilitator serves at the will of the committee and will take no positions on the issues before the parties.