

Advisory Working Group Operating Procedures and Ground Rules

AWG Primary Responsibilities

Advisory Working Group members have three primary responsibilities:

- Participate in the AWG's deliberations in a constructive, solution-oriented manner to help the AWG arrive at findings, conclusions, and recommendations for sustainable transportation funding approaches that will be presented in a final report to the 82nd Session of the Legislature (report due Q4 of 2022).
- Provide relevant information and perspectives that represent the member's industry, constituencies, and/or organization, with the AWG and the consultant team to help advance the data analysis and research components of the study.
- As broadly as possible, actively and accurately share information about the AWG's activities and progress with the member's sector, organization, and/or constituencies.

AWG Operating Procedures

1. Only persons formally appointed to the AWG may engage in discussions and vote at meetings. All AWG meetings will be open to the public, and a comment period will be provided for all to share their views.
2. AWG meetings will be held the second Tuesday of each month, beginning with the first meeting on July 13, 2021, through September 14, 2022. Periodically, a monthly meeting may be cancelled to allow additional work to be conducted between meetings, or for break periods.
3. AWG members are expected to attend and are urged to participate in every meeting to achieve continuity in discussions from one meeting to the next. If a member cannot attend a meeting, it is his/her responsibility to be informed about the topics discussed by the next meeting. An absent member is encouraged to ask someone to attend a meeting on their behalf to listen to the discussion, but that person will not be able to engage in debate or vote.
4. There may be a need to have an issue-specific or sub-group meeting between formal AWG meetings, though our goal is to minimize these. However, in an effort to maintain the aggressive timeline in which this group is expected to work, occasional expert side discussion may be needed.
5. The AWG will operate by consensus. The goal will be to reach unanimous consensus – meaning that all members can support, or live with, the AWG recommendations. If unanimous consensus cannot be reached, the majority opinion as determined by members entitled to vote will be conveyed as the AWG recommendations, with differences of opinion noted and included as part of the AWG's final report.
6. When a topic arises that is not relevant to the current discussion, it will be noted in an "issues registry" to keep the meetings on track with the issues noted on the agenda. At the end of the meeting, issues registry items will be reviewed along with next steps for addressing them.

7. Meeting summaries will be prepared and posted in the document library on a shared secure web portal for AWG members to review and comment three days before the final version is posted on the project website.
8. Inquiries from the media or others regarding the AWG's deliberations or work product should be directed to the Chair or the NDOT Project Director. Members are asked to let the process reach its conclusion before describing potential strategies or concepts as AWG recommendations. It is understood that AWG members may need to consult with their sector colleagues, organizations, or constituencies before making or endorsing recommendations on behalf of their respective organizations. Each member will work hard to understand any issue or concern raised by their organization and communicate those issues in a timely fashion to the full AWG, to provide the AWG with an opportunity to respond to the issues or concerns.
9. Interim and final reports will be written in a manner that fairly and accurately reflects the activities, findings, recommendations, and opinions of the AWG. Where clear differences of opinion remain on important issues, the final report will properly capture and convey divergent views. Alternative reports (e.g., minority reports) will not be allowed.
