

COMMUNITY ADVISORY GROUP CHARTER

PURPOSE

The Community Advisory Group (CAG) for the Interstate Bridge Replacement (IBR) program will provide input and feedback reflective of the community's needs, issues and concerns for the replacement of the Interstate 5 Bridge. The CAG will be a forum for community dialogue with a commitment to meaningful, two-way feedback. The program outcomes will be influenced by the advice and feedback of the CAG. The CAG will be led by two co-chairs and include a diverse and inclusive membership with balanced representation of both Washington and Oregon. Twenty-four members of the CAG represent organizations that were identified in coordination with IBR program partners and eight members were selected through an application process that was open to the public.

The CAG is strictly an advisory group that does not have a decision-making role related to the IBR program. The CAG will advise the IBR program administrator and make recommendations to the Executive Steering Group on program topics of concern to the community, such as program vision and values, purpose and need, community engagement strategies, the development of program performance measures, locally preferred alternative development, high-capacity transit modes, multimodal river crossing structures, finance plan strategies, as well as other topics identified by the IBR program and community during program development. The CAG is critical to a comprehensive community engagement strategy to ensure ongoing, extensive, intentional, and inclusive public dialogue throughout program development.

ADVISORY GROUP STRUCTURE

The CAG is being led and facilitated by two IBR program staff members along with co-chairs, one from Washington and one from Oregon. Both CAG co-chairs will provide input and advice from the CAG to the Executive Steering Group (ESG) by also serving as members on the ESG.

The CAG will work directly with the IBR team and future working groups. The CAG charge is specifically focused on work elements being addressed during program development. The group's purpose will be reviewed and reconsidered when the program is nearing completion of the environmental phase.

*See advisory committee organizational chart at bottom of document.

ROLES AND RESPONSIBILITIES

CAG members will provide advice based on insights and lived experiences to influence the program while honoring the community's vision and values for the Interstate Bridge Replacement program. As an advisory group, members will reach consensus by developing and deciding on recommended proposals that aid in

addressing potential concerns. To achieve consensus, all members will actively participate while working through differences. The Community Advisory Group provides valuable advice, however, is not a decision-making body with authority on final program outcomes.

MEETINGS

- The IBR team will host regular CAG meetings. It is anticipated the CAG will meet monthly lasting 2 – 3 hours and occur 1-2 times per month.
- IBR staff will strive to make meeting materials available prior to CAG meetings, with the goal to provide meeting agendas and any supporting meeting materials, that CAG members are asked to review prior to the meeting, one week in advance. Presentations shown in CAG meetings will be made available within two days following the meeting.
- Translation of materials, interpretation services and other ADA accommodations will be provided to support effective meetings and discussions, upon request.
- All meetings will be open to the public and will include an opportunity for public comment. Written comment that is emailed to info@interstatebridge.org with “CAG Public Comment” in the subject line will be shared with group members. Comments received 48 prior to the start of a meeting will be provided to CAG members before their next meeting. Comments received after that will be provided to CAG members for their subsequent meeting. All public comments submitted will be posted to the meeting page.
- Once health guidelines no longer necessitate virtual meetings, in-person meetings will be held in the Portland-Vancouver metro area and will rotate between states.
- Working groups may be formed, as needed, to more fully explore specific subjects under the CAG’s purview. These subgroups will provide advice to the full CAG and program team, be comprised of representative community members, and sunsetted after the topic of interest has been addressed.
- For those that qualify according to the policies established by the program, incentives in the form of gift cards will be provided by the IBR program for attendance at each meeting.

MEMBERSHIP

Members of the Community Advisory Group shall:

- Identify any potential conflicts of interest to CAG facilitators and co-chairs as soon as possible, should any arise during a member’s tenure on the CAG.
- Not serve in an elected capacity or have filed to campaign for an elected office or engage in activity that would be a clear conflict of interest with the IBR program.

- Make a good faith effort to prepare for and attend each CAG meeting. If a CAG member who is serving as a representative of an organization cannot attend a meeting, the member may formally designate an alternate to attend. Alternates will need to meet the same criteria as CAG members and will be bound by this charter. CAG members who are serving in an at-large capacity are not able to designate an alternate.
- CAG members are not expected to engage with media personnel, if/when a CAG member is approached by the news media: note the name and contact information of the journalist, and the name of the news outlet, then provide this information to the IBR program Public Information Officer, Kelliann Amico at kellian.amico@interstatebridge.org or 503-705-6207. Identify oneself as a volunteer and not as an official spokesperson for the IBR program. Be clear that opinions expressed in interviews or background conversations with journalists are personal opinions and do not represent the official position of the program.

REPLACING MEMBERS

- Organizations participating will have the opportunity to replace members if a member resigns by meeting the selection criteria as outlined in the CAG framework document
- Individuals who resign that are not representing an organization shall be replaced through an approved IBR program selection process.
- New members will be expected to participate in an onboarding process, with program staff and/or co-facilitators and co-chairs, as well as commit to the expectations outlined within this charter.

OUR SHARED COMMITMENT

As a member of the Community Advisory Group,

- **I will put relationships first.** I will work to build community and trust. I will listen to understand, not reply. I will be inclusive.
- **I will remain focused on our common goal.** I will care deeply about our Community Advisory Group, especially those who are directly impacted by racism. Centering equity in the IBR program includes emphasizing our processes to create equitable outcomes.
- **I will notice the power dynamics in the room.** I will be aware of how I use my privilege. I will be cautious of taking up too much emotional and airtime space. I will stay engaged.
- **I will create a space for multiple perspectives and norms.** I will speak from my perspective as well as seek to understand the perspectives that differ from mine.

- **I will be kind and brave.** I will remember to put relationships first. I will be clear about my language. I will be curious and ask questions before making assumptions.
- **I will practice examining racially biased systems and processes.** Individual actions are important, and systems are what are left after all the people in this room leave.
- **I will look for learning.** I will show I am learning, not what I already know. I will seek a growth mindset. I will seek data to inform decision making.

Community Advisory Group

(signatures)

