



Northeast Mission Working Group Charter

Committee Goals

1. Improve curb usage through regulation
 - a. Ensure the existing supply of curb space better accommodates the various demands (e.g. parking, passenger or freight loading, pedestrian safety zones).
2. Be a Voice for the Community
 - a. Ensure all members of the community have a voice.
 - b. Represent those who are traditionally underrepresented, who face obstacles to participating, or who feel left out of the process.
 - c. Commit to raising public awareness and representation by publicizing project information and activities through personal and organization networks.

WORKING GROUP GUIDELINES FOR PARTICIPATION

PURPOSE

The mission of Working Group has two core components:

#1: Outreach Plan for NE Mission Curb Management Proposal	#2: NE Mission Curb Management Proposal
As a committee, discuss and advise outreach plan to develop curb management proposal	As a committee, discuss and advise the development of the curb management proposal
Review: consider the best strategies to engage NE Mission stakeholders to receive diverse and representative feedback of the critical curb-related issues in the project area	Discussion: consider data, feedback from NE Mission community members, draft proposals, committee member expertise, SFMTA expertise to inform regulations
Advise: staff to advance the approved outreach plan	Advise: per discussion, guide appropriate regulations for curb space within project area

WORKING GROUP MEMBER RESPONSIBILITIES

1. **Attend** all meetings (At least four to be scheduled).
2. **Respect** other committee members, SFMTA staff and members of the public
3. **Listen** actively to the ideas and opinions expressed by Working Group members and all members of the community, engage in constructive discussion, and be open to alternative solutions and points of view.
4. **Review** and respond to technical planning and design information.
5. **Represent** constituencies, acknowledging and drawing upon the diversity of opinions and outlooks represented.
6. **Inform** constituencies and other community members about the consensus building process and provide updates on the progress of discussions.
7. **Participate** in other outreach/engagement events per the outreach plan that can advise the Working Group and the SFMTA on areas of community engagement and curb needs in the project area
8. **Be committed** to working toward consensus and cooperating with this process to the fullest extent possible. A successful conclusion depends on a good faith effort from all participants.

Meeting Procedures:

1. **The SFMTA Staff** will oversee and attend all Working Group meetings.
2. **The Consultant Staff**, in conjunction with SFMTA staff will plan, manage and facilitate meetings.
3. In the best interests of all involved parties, **Working Group Members** may be called upon by the SFMTA or Consultant to facilitate Working Group meetings.
4. During discussions, members wishing to make comments should **raise their hands** to be recognized by the facilitator. Every effort will be made to maximize opportunities for interaction and input from all Working Group members.
5. **Information** will be provided to Working Group members in their agenda packets and at each meeting, if needed, to supplement the background information. Agenda packets will be emailed to members 5-7 days prior to each meeting. (Alternative arrangements available on request if email is not feasible).

6. A **memorandum** summarizing each meeting will be produced and distributed by the SFMTA to the Working Group members within 7 - 10 days of the meeting.
7. **Community members** are encouraged to attend the Working Group meetings, follow the consensus-building process, and communicate their needs and concerns to their Working Group representatives and other Working Group members.

However, due to the nature of the Working Group process, community members are asked to speak only during the **designated public comment period** for each meeting. (Please fill out a "speaker request form" and turn it into the facilitator before the public comment period.) A time limit of 2 to 3 minutes will be imposed, depending on the number of people wanting to speak on an item.

8. **Alternates** are asked to attend all meetings, coordinate with the primary member representing their constituency group, and communicate during breaks through notes passed to the member, and during the public comment period. Alternates may sit at the table and participate fully in the discussion only when their primary members are absent.
9. Working Group members will work towards **consensus and synthesis of opinions** by fully articulating and discussing all points of view on particular issues. While this is not a voting body, the SFMTA will seek committee support on the outreach strategy and overall curb management plan. The meeting summary report will represent the range of opinions expressed, and the areas of agreement and disagreement.
10. Members are asked to inform Mari Hunter (mari.hunter@sfmta.com), if they expect to be **absent** from an upcoming meeting and to provide feedback on meeting materials in advance if possible. If alternates are identified, members should arrange for their alternate representation.
11. Working Group members who **miss two, consecutive meetings** will be asked to resign from the Working Group, and their alternates will be asked to become the primary members