

COMMUNITY ADVISORY GROUP

GUIDELINES FOR PARTICIPATION

PURPOSE

The mission of the Central Subway Project Community Advisory Group (CAG) has three components:

1. **Discuss and advise** on planning, design and implementation of the Central Subway portion of the Third Street Light Rail Project (T Third Line) which will extend the current operation from Fourth/King Street to a terminus in Chinatown passing through the South of Market, downtown, and Union Square areas.
2. **Study** the primary issues regarding the project, including but not limited to: project alternatives, alignment options, station locations and layouts, construction approaches, and operations.
3. **Develop** a community-based consensus and “benefits strategy” for all levels of activity associated with this project, including active participation in planning, design, construction, operations, communications, community amenities, opportunity for partnerships, events, community workshops, board presentations, new member selections, public communications, etc.

CAG RESPONSIBILITIES

1. **Attend** all meetings (At least four per year to be scheduled).
2. **Listen** actively to the ideas and opinions expressed by CAG members and all members of the community, engage in constructive discussion, and be open to alternative solutions and points of view.
3. **Review** and respond to technical planning and design information.
4. **Represent** constituencies, acknowledging and drawing upon the diversity of opinions and outlooks represented.
5. **Inform** constituencies and other community members about the consensus building process and provide updates on the progress of discussions.
6. **Motivate** each other to strive for a successful project by taking an active leadership role in special working subcommittees that can advise the CAG and the SFMTA on critical areas of community education including: public communications, media relations, outreach strategy, special events, community workshops, project messages, etc.
7. **Influence and encourage** broader understanding and interest in the project by creating strategies to reach out to communities and associations that are located outside of the immediate alignment.

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 CAG meetings.
2. The **Consultant Staff**, in conjunction with SFMTA staff will plan, manage and facilitate all meetings.
3. 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 CAG members.
4. **Information** will be provided to CAG members in their agenda packets and at each meeting, if needed, to supplement the background information. Agenda packets will be mailed to members 7-10 days prior to each meeting.
5. A **memorandum** summarizing each meeting will be produced and distributed to the CAG members.
6. **Community members** are encouraged to attend the CAG meetings, follow the consensus-building process, and communicate their needs and concerns to their CAG representatives and other CAG members.

However, due to the nature of the CAG 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 may be imposed, depending on the number of people wanting to speak on an item.

7. **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.
8. CAG members will work towards consensus and synthesis of opinions by fully articulating and discussing all points of view on particular issues. If consensus cannot be reached, CAG members **will not be asked to vote**. The meeting summary report will represent the range of opinions expressed, and the areas of agreement and disagreement.
9. Members are asked to inform Betty Chau, Central Subway Public Outreach, if they expect to be **absent** from an upcoming meeting (415) 701-5270, and to **arrange with their alternates** to represent them in their absence.
10. CAG members who **miss two, consecutive meetings** will be asked to resign from the CAG, and their alternates will be asked to become the primary members.