



TASK FORCE RESPONSIBILITIES AND GROUND RULES

Responsibilities

Each Task Force group includes voluntary representatives among public officials, regulatory agencies, residents and other entities directly affected by the study. There is anticipated to be five (5) Task Force meetings between 2013 and 2016. All of the Task Force meetings will occur during regular business hours.

The responsibilities of the Task Force members include:

- Committing to attending all scheduled meetings to the extent possible, and participating in discussions and activities.
- Participating openly and honestly, respecting the opinions of group members.
- Representing their organizations and the community's interests and sharing this information with the PSG so that the PSG can more clearly understand the broader community.
- Keeping the broader community up to date on the progress of the study based on detailed information provided by the PSG.
- Working to achieve a general project understanding among all interested parties and the public.

In carrying out these functions, the Task Forces will play an important role in defining the area's important features, identifying improvement preferences, and understanding the project's potential impacts.

Ground Rules

The Task Forces will be conducted based on a set of ground rules that form the basis for the respectful interaction of all parties involved in this process. These ground rules will not be considered final until they are agreed upon by the Task Force membership.

- All input from all participants in the process is valued and considered.
- All participants must come to the process with an open mind and participate openly and honestly.
- All participants in the process must treat each other with respect and dignity.
- All decisions made by IDOT, CDOT and FHWA must be arrived at in a clear and transparent manner and stakeholders should agree their input has been duly considered.
- The project must progress at a reasonable pace, based on the project schedule.

- Minutes of individual stakeholder meetings and Task Force meetings will be maintained by the project team and will be posted online.
- Progress made at Task Force meetings will not be revisited for absent members at subsequent meetings, unless this is required based on new and relevant project information as determined by the Project Study Group.
- Individual Task Force members may be replaced on the Task Force membership if they are deemed unable to fulfill the duties of a member or not following the ground rules.
- All participants should work collaboratively and cooperatively to seek a general understanding of all project elements and the project as a whole. “General Understanding” is defined as “when a majority of the stakeholders agree on a particular issue, while the remainder of stakeholders agrees its input has been heard and duly considered and that the process as a whole was fair.”
- The overall goal of IDOT and CDOT is to develop an improvement plan which considers the input of and a general project understanding among all stakeholders. However, a general understanding may or may not be achieved on every issue. IDOT and CDOT may elect to move the process forward in instances where consensus cannot be achieved.