

DRAFT MOU

Getting There Together *Creating our region's transportation legacy*

The Portland metropolitan region is an incredible place to live. But we also know that our region is a place of tremendous disparities in wealth, health, education, jobs, and access to services. When we talk about building livable communities, we must mean “livable” for all -- regardless of age, ability, income or background.

We envision a region where everyone can live, work, play, pray, and thrive. It's a region of communities where all of our neighbors have the opportunity to enjoy the benefits of our success, and where we're united in tackling our challenges -- together.

To do that, we must build our region's transportation system on a foundation of social equity.

As a region, we need to:

1. **Get serious about reducing congestion on our highways and roads**
2. **Make our streets safe and accessible for people of all ages, abilities, and backgrounds**
3. **Invest in new bus & MAX lines to help people get where they need to go**
4. **Ensure that transportation investments are transparent and accountable to the community**
5. **Prevent mass displacement and restore housing affordability**
6. **Think beyond infrastructure investments and support increased access to transportation options**

COALITION STRUCTURE

Lead contact // Facilitation of Coalition

- Coalition has one lead facilitator
- In interim, rotating appointment of call lead - use tracking sheet.

- Facilitator role requires extra capacity - coalition prioritizes finding funding for that capacity
- Facilitator role is not decision maker role (i.e. organization facilitating is not lead of coalition direction) - decision making comes from steering committee

Steering Committee

- Every steering committee member commits to dedicating time, and financial or in-kind contribution
 - To participate, every organization must commit staff or volunteer capacity to this work
 - Every organization must commit financially to the ongoing sustainability of the coalition. This goes toward facilitation needs/matching for grants for more support. Option for sweat equity - i.e. additional time toward grant-writing, supporting facilitation, etc.
 - Steering committee members conduct internal evaluation to determine staff capacity and financial contribution.
- Criteria for steering committee participation
 - Commitment to guiding principles, willingness to commit time/resources (as listed above)
 - We strive for our steering committee to have representation from the following areas:
 - Environmental Justice
 - Youth
 - Older adults
 - People who ride bicycles
 - People who walk
 - People who ride transit
 - Environment
 - Land Use
 - Placemaking
 - Public Health
 - Communities of Color
 - Housing
 - People with Disabilities
 - Business & workforce

- No more than 15 members on the steering committee to maintain focus and commitment (currently includes 2 at-large seats)
- Each member organization may have one representative and one alternate to ensure active participation.
- Decision-making structure
 - Every steering committee member will formalize participation with a signed MOU of to clearly outline agreement structure and capacity commitment
 - Annually, the steering committee will review fundraising structure and coalition intent with updated MOUs.
 - Steering Committee makes decisions on strategic direction for coalition at-large
 - Steering Committee strives for consensus in all decision-making
 - Steering Committees meetings need to have over 50% active steering committee members present to entertain any key decision
 - Meetings with key decision points need to be announced at least two weeks in advance to ensure steering committee members have the opportunity to evaluate and attend
 - Consensus must be achieved among steering committee members present for major decisions
 - If consensus cannot be achieved, coalition may opt to move forward with a decision with consensus minus one decision. In such a scenario, dissenting member is able to withdraw the use of its name in association with a particular position of the coalition.
 - Steering Committee members can leave the coalition at any time. The coalition will agree to remove said organization's name from its list of supporting organizations and from any other materials.
- Fundraising
 - All funds sought for work related to this steering committee will be applied for collectively, with fiscal sponsor providing the administration of these funds.
 - Steering Committee determines how funds will be distributed

- Aim of fundraising: support ongoing facilitation of committee, support steering committee member capacity, support grassroots organizing for a public campaign by coalition (for organizations within steering committee, and outside of steering committee)
- Information sharing
 - Four primary places for people/partners to engage:
 - Steering Committee - members are invited and agreed upon by existing steering committee members based on ability to meet criteria for participation. Participates in weekly calls, shares facilitation duties until identified, provides information out to partner organizations.
 - Friends and Allies - group of partners who have a keen interest in this work, but unable to commit to steering committee level of participation. This group is included in the 'Regional Transportation' email list, and will be given an opportunity to engage:
 - In-person - quarterly
 - By email - monthly
 - Advisory Committee - this includes high level partners who are serving in an advisory, information sharing role, and can include public sector partners and elected leaders
 - Coalition at-large - everyone who wishes to support the principles laid out by this group and can be organizational representatives or community members. The larger coalition will be tapped for support of the overarching goals, and then again if there is a specific campaign to support. Will receive coalition updates as needed. 'Friends and Allies' also a part of this group.
 - All steering committee members will have access to contact list of Friends & Allies, Advisory Committee, and Coalition At-Large.